

COMMUNIQUE

\$4.95

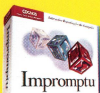
The toughest
test of all

experts put Microsoft
CD-ROMs through their paces





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For other information about Microsoft products, please contact Sales Information Centre on (02) 870 2111 or 1-800 257 253.

No responsibility is accepted by the editor for the accuracy of information in this publication.

Packed, & pumped perfect

It's been messy here at Club *Communique* recently. Baking flour has covered the desktops, exotic fish have flopped around the fish tanks, balls have been shot through hoops, wine's been guzzled and we've been inundated with all manner of famous folk.

Why? *Communique*'s Nicole Manktelow has been busy running one of our famous *Communique* road tests, this time around focussing on experts in their field putting Microsoft's range of multimedia Home products through its paces.

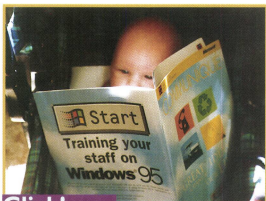
Interestingly, the process she put a champion wine-maker, a classy chef, a not-so-wet-behind-the-ears oceanographer and a basketball champ through in testing Microsoft's Home range is pretty much the same process the editorial team goes through day after day. The experts tested products to check out how accurate they are and how relevant to their world. We do the same.

In our day-to-day road test, we put Word, Excel, Windows 95 and other software through their paces. If there's a new product we batter, bash and push it to the limit. And in recent months there's been more poking and prodding than usual as we prepare for next month's bumper end-of-year holiday issue.

This year we've got a spectacular line-up of well-known writers (including the fleeting return of a certain Max Anderson), reader fiction, heaps of competitions with fantastic prizes, a huge holiday crossword, a super new bumper Kids' *Communique* and three (count 'em... 1...2...3) tutorials – not to mention page after page of Hot Tips and Ask the Wiz morsels. You'll be so busy you'll be in February before you know it.

Has Word for Windows 95 stood up against the onslaught of 50,000 new *Communique* words? Tune in next month to find out. In the meantime, enjoy this fine issue!

Darren Edwards



Click!

Keep your cameras at the ready at all times... There are groovy T-shirts to be won. All you enthusiasts who simply cannot be dragged away from your favourite magazine no matter how, when or where you're travelling, get ready to snap or be snapped!

One such snapped one is young Luke Martin, all of three months, seen above utterly engrossed in our August issue while out for a stroll...er! Luke, we're told by his mother, "can't wait to see his name in print".

You too can be in the running for some dazzling summer apparel just like Luke's (although yours may be slightly larger), simply by sending us a snap of you with your favourite issue of *Communique* (and a surprise bonus to anyone who can photograph themselves beside issue 1!!!!).

Don't forget, this competition is available to *Communique* members only and your entry should be accompanied by your name, address, phone number and *Communique* membership number to be eligible. Address your entry to the "Here's me and *Communique* in..." Competition, 94-96 Pacific Highway, St Leonards, NSW 2065.

Get snapping!



In case you were wondering about our icons:



This icon signifies a special offer or competition for *Communique* members only...



Windows 95



Windows



MS-DOS



Macintosh



A fax service for *Communique* members to access more information from Microsoft



6

INSIDE INFO

Temptations this month include Basketball and Easyball for leisure, and an ocean floor exploration for the adventurous, while digging deeper exposes some heavy duty tools and tomes.

35

ASK THE WIZ

Everyone's friend, the magician, here casts his own special spells, dispelling gloom and dispensing light for members who've found themselves temporarily in the dark.

39

HOT TIPS

These tips are hot enough to really warm you up inside; things will be running smoother as the butterflies, belches and hiccups that dwell with unstreamlined computing are comfortably banished.

44

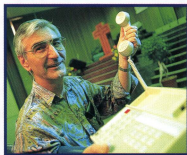
UPGRADES AND ALL THAT

Here's the grand warehouse, decked out with discounts and bargains of every shape, size, colour and design that flow from the Microsoft fountain! Go for a splash.

49

DIRECTORY

User groups, trainers, support and sales information centres assemble here a vast array of services ready at your disposal.



P 4

YOUR SAY

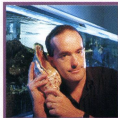
We discover that Windows 95 can indeed arouse strong passions – there are confirmed doubters alongside the rapturously overjoyed. An out-of-character platypus, swollen memory and voice response demand the rest of our attention.

P 12

THE EXPERTS' ROAD TEST



In a variation on our past road tests, *Communicue's* Nicole Manktelow talks to a colourful assortment of experts who examine those essential holiday ingredients: sports action, underwater adventure, fine food and just the right wine to go with it – each in its latest CD-ROM manifestation. Not only do the said experts go “Ohhh” and, occasionally “Ahhh”, they also let us know just what they think of the above subjects' incarnations. And as after-dinner treats, we look at a range of fun gifts and a few with a little more challenge.



P 19

COMMUNICATE – DEREK RIELLY

A real surfer from way back with real surfing nous, know-how, kudos and authority to boot, tells us about his real surfing equipment, introduces some real surfing vocab and describes one or two moving techo moments, really.

**P 20**

A CUT ABOVE THE REST



Visiting a Subiaco boutique provides proof not only that the virtues of Office can help artistic flair attract both devotees and shop-a-holics, but that sheep and cattle and haute couture get along better together than any of us would have suspected.

P 25

KIDS' COMMUNIQUE

Fancy catching a bus not just to marine world but along the ocean floor? This new adventure with Ms Frizzle and the gang contains tricks and games as well as weird and wonderful creatures. Or design your own – creature or journey(!) – and enter one of our new fun competitions so you can be a winner like the winners named in this issue.

**P 30**

TUTORIAL – CREATING ON-LINE FORMS

Using Word for Windows 95 or Word 6.0, accompany our invaluable tutor in this month's lesson on creating a template for an on-line form, with on-line help and helpful macros, so you can move the permanent stationery cupboard permanently out, for good.

**P 42**

THE MONTH'S MAMMOTH OFFER

Relegating typing to the company of the extinct, and boasting a range of dazzling features in resolution,



colours and printing capacity, comes a powerful scanner accompanied by optical character recognition software.

P 52

EACH HUMAN AND THEIR AGENT (AND A CROSSWORD)

Create the perfect agent – and then let the secret out! Join in our search for what is rapidly becoming one of life's indispensables, the personal, loyal, devoted and meticulous shield from the information deluge. Meantime, make a cuppa and take up the crossword challenge!



G'day er...

Goorday?
Geday?
Ga-dae?**Dear Communiqué,**

A couple of times recently, I tried to ring one of your 1-800 numbers (I'm not at the office as I type this, so I can't check, but I think it was standard support). When the phone answered, I got your beaut new voice processing system, which invited me to press a number selecting my required response. I did so, and of course the system didn't recognise our old decadic dialling Commander (you can get an option for that) so the system said, "If you want to continue, say 'yes'".

"Yes", I said, and the system repeated, "If you want to continue, say 'yes'".

"Yes", I said again, and the system said a third time, "If you want to continue, say 'yes'".

"YES", I shouted, and your system, unaccustomed to being shouted at, hung up on me. That happened twice.

Please consult your voice processor support people, and either

- get the system to recognise decadic dialling
 - improve its voice recognition
- (I sound typically Aussie)
- improve its tolerance to being shouted at.

John Bennett,
Paradise, SA

Editor replies:

Editor replies: Mebe ya ain't spek'n' Ouwstralan propa, Jonno, mayyyyy! This letter wins a copy of Microsoft's Works 4.0 and Bookshelf 95 for Macintosh.

Your way

Thanks, but no thanks**Dear Communiqué,**

I am not taking up your offer to purchase Windows 95. I have read too many conflicting reports about its virtues and its defects.

I believe that Microsoft sometimes overlooks the simpler requirements of someone like myself who wants, essentially, a word processor for writing. Windows 3.11 plus Word for Windows, although they are not perfect, are very suitable for me. In fact I uninstalled several applications of Word, such as Wordart. I have customised my toolbars so that, for most purposes, I do not have to call up a menu (is it true that toolbars cannot be customised with Windows 95?).

Despite claims that Word for Windows 6.0 works well with 4Mb of RAM, I gained considerable improvement by installing an extra 4Mb, so I am sceptical about Microsoft's claim that Windows 95 will operate on 4Mb.

I hope that Microsoft will continue to upgrade Windows 3.11 and Word for Windows 6.0a for people like myself.

David Hutchinson,
Fremantle, WA

Microsoft replies:

Windows 95, which is the 3.11 upgrade, does work fine in 4Mb, although performance is enhanced with the addition of more RAM.

Windows 95 on a washing machine?**Dear Communiqué,**

Well, I got my copy of Windows 95 and I have to say that I am impressed. It took 36 minutes to install on an Optima Pentium machine. I had read so many horror stories in magazines about it that I was in great doubt and fully expected to be at the keyboard for at least two hours. One columnist said he had a hell of a job installing it and was at it for a long time. He must have been trying to install it on the washing machine. My installation went from start to finish without a single hitch. As I would expect from a MS install, every step was explained and you could not go wrong.

Within 30 minutes of installing I had navigated through the operating system and found everything I wanted. I admit I am experienced with Windows 3.x but that is not necessarily a great help as this is a completely new interface.

I moved some files, wrote a letter in WordPad, sent it to the printer and while it was printing saved it, opened Paint and commenced some work there, thus putting 95's multi-tasking and multi-threading to the test. One detractor forecast that there would be 2000 bugs. Although it is early days yet I have still to find one! Why would anyone say that? If there were 2000 bugs in Windows 95 it would have to be



withdrawn from sale and would be a complete failure. That had to come from a competitor who feared it was going to be only too successful. I waited for Windows 95 knowing that MS was delaying its release to make absolutely sure all was well and I have not so far been disappointed and do not believe I will be in the future.

Also, why was the US Justice Department making the fuss they did? IBM bundled Internet with its OS2 Warp operating system with no fuss and I believe Internet is being bundled by others with no fuss. Why pick on Microsoft all the time?

There seemed to be a conspiracy in the media, especially with computer magazines, to belittle and bag Windows 95 as much as possible before the final launch. Why? Was it because the config.sys/autoexec gurus of the computer magazines who have spent the last decade telling everyone how to fiddle with the config.sys and waiting for the wailing letters from those silly enough to heed them, are seeing the writing on the wall. I had a look at the config and autoexec in Win95; two lines in autoexec and I think three in config. Not much to work with there.

Or was it that tired old desire of the very short poppies pulling the tall poppy down to size? That just made me, for one, more determined to wait for Windows 95. You now have two operating systems on the market. Congratulations.

N. MacMullen,
West Dapto, NSW

Eyes closed!

Dear Communiqué,

It's a great platypus picture you drew. But... I have noticed something a little wrong. Underwater platypuses have their eyes closed and nostrils closed (we have been studying them). Is this a male or female?

Michelle Ann Robinson,
Forestdale, Qld

Editor replies:

Er... what can we say? We had a fantastic response to the platypus colouring - in competition with dozens of brightly coloured entries, but you're right Michelle Anne. Platypuses do swim with their eyes and nostrils closed. Our artists have been dispatched to the local zoo to determine whether the said platypus is male or female.

We welcome letters from Communiqué members on all subjects regarding Microsoft and Communiqué.

The most interesting letter each month will win a Microsoft software product.

Send to:

YOUR SAY, Communiqué Magazine,
94-96 Pacific Highway, St Leonards, NSW 2065.

Communiqué regrets we are unable to enter into individual correspondence; we reserve the right to edit letters for reasons of space; and the views expressed in these pages do not necessarily represent those of Communiqué magazine or Microsoft Pty Ltd.

What? A tyop?

Dear Communiqué,

With reference to my letter published in the September 1995 issue of *Communiqué*, the amount of conventional memory available I quoted was not a misprint but in fact 460Kb (Four Hundred and Sixty) not 640 Kb as printed.

We have a UNIX server which, until last month, was running HP-UX 8 with Desktop PCs running DOS/WINDOWS. To communicate with the network, each PC had to run Microsoft Lan Manager and ARPA Network Services as well as any other TSRs (such as mouse driver etc.), hence the low remaining conventional memory.

Our problem has been resolved following an upgrade to a new server and HP-UX 9 with Windows and the Microsoft TCP/IP stack installed on the PCs. Now we have the luxury of around 580Mb of conventional memory.

David Stone,
Kambah, ACT

Editor replies:

Our apologies. The typo occurred during the original keying in of the letter:

Fiction faction happy

Dear Communiqué,

Please find enclosed my entry for your Science Fiction short story competition, which was announced in the September issue of *Communiqué*. I must say I was pleasantly surprised to find such a competition in *Communiqué*, and congratulate you on holding such a competition.

In the meantime, read on and enjoy. After all, it's all in fun, isn't it?

Rick Stone,
Bundamba, Qld

Editor replies:

Thanks for your story, Rick. We've passed it on to our Sci-Fi judges, who are currently reading and marking the dozens of entries we've received. Thanks to everyone who entered and we'll be printing the winner in next month's bumper January/December issue.



Your say

INSIDE

i N F O

Hello!

Welcome to Inside Info, the section where you'll find all the news on new products from Microsoft as well as bits and pieces on what's happening inside Microsoft itself. Enjoy!

The definitive dunk collection



Microsoft Complete NBA Basketball '96

This CD-ROM is guaranteed to make basketball fans dribble! Microsoft Complete NBA Basketball is a multimedia encyclopaedia of everything

to do with the ball and hoop, not to mention the tall folk playing the game.

This essential guide to the NBA and the NBA season is chock-a-block with over 100 video and audio highlights, and also provides detailed coverage on the teams and players. All the information on this CD-ROM is official, direct from the NBA to the

home enthusiast, you.

There are eight sections including records, history and a trivia quiz, all with information from the beginning of the game right up to the current season. There are also additional career college statistics for all rookies, backgrounders on all active players as well as awards and rules information.

Microsoft Complete NBA Basketball allows you to get even more involved. Now you can print out team schedules, arena seating diagrams and player profiles.

Microsoft Complete NBA Basketball is available now and has an ERP of \$49.
HotFax code: 1191.



Easy as pie for littlies

EasyBall

Kids using computers are getting younger and younger and with more software available for ankle-biters it's no wonder. But they have to get used to using a mouse or a track ball, and with little hands and developing coordination that's a tall order!

The solution is EasyBall, a pointing device especially designed for kids between 2 and 6 years old. EasyBall has one large button that kids just can't miss (and they can't press the wrong one). It also stays stationary so there'll be no more chasing the mouse around the desk.

EasyBall has default software settings for sensitivity and double-click speed: one for beginners and one for experienced users. There's also an adult control panel to override the settings.

EasyBall is available now for \$99 incl. tax and is also packaged with Microsoft Explorapedia - The World of Nature.
HotFax code: 1541.



An animated water world



The Magic School Bus Explores the Ocean



The Magic School Bus has grown a tail and some heavy duty water proofing to take kids on the latest science adventure.

The Magic School Bus Explores the Ocean is an interactive CD-ROM for kids between six and ten, that gets them to click, explore and think about the ocean environments.

The CD-ROM is hosted by a wacky teacher Ms Frizzle and her class, who invite kids to come along on their adventure. Kids get to control where the bus goes, conduct science experiments, play games, check out reports and take part in various activities and visit seven different ocean zones.

As well there are more than 200 clickable items in the CD-ROM which encourage kids to learn and explore.

The Magic School Bus Explores the Ocean is available now. ERP \$69.
HotFax code: 1196.



Create 32-bit apps in a snap! The Visual Tools Suite



Visual Basic 4.0 for Windows 95

Now you can have the ability to create 32-bit applications that are certified Windows 95 compatible. The Visual Basic programming system is one of the world's most used RAD (rapid application development) tools. This latest version, Microsoft Visual Basic 4.0, includes the essential 32-bit performance as well as a load of features and enhancements that make it faster and easier to develop for Windows 95, Windows 3.x and Windows NT.

As well as the Standard and Professional editions of Visual Basic 4.0, corporate developers will now be able to use a new Enterprise edition, especially designed for the corporate development team. This version is ideal for creating enterprise-wide and mission-critical applications, even for a three-tiered client-server environment.

The updated features in each edition of Microsoft Visual Basic 4.0 include full OLE technology support, improved data access, an open and visual development environment, and seamless migration from Visual Basic 3.0-based applications to Windows 95 and Windows NT. There's a new version of the Jet database engine, an object browser with hierarchical display of class, properties, descriptions and links to native help files, new data-bound controls and enhanced IDE function.

The ability to drag and drop means you can now select files in the shell or Explorer and drop them into the Visual Basic project window. You can also select custom controls and drop them into the Toolbox, and select objects and drop them into the OLE container control at design time.

Microsoft Visual Basic 4.0 for Windows 95 and Windows NT has an estimated retail price of \$159 for Standard, \$759 for Professional and \$1529 for Enterprise editions. Available now. HotFax code: 2046.



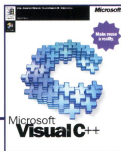
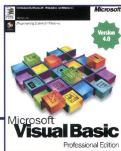
MSDN up a notch

The Microsoft Developer Network (MSDN) has another level to manage info and tools especially for developers working in a BackOffice environment.

The annual subscription delivers CD-ROMs quarterly, with an info focus at level one, and development kits at level two.

Now level three of MSDN is here, focusing on development with BackOffice products (comprising Microsoft NT Server, SQL Server, System Management Server, SNA Server and Microsoft Mail).

For more information contact Microsoft Sales Information on (02) 870 2111 or 1-800 257 253 if outside Sydney.



Visual C++ 4.0

Visual C++ 4.0 is the next generation in the C++ development system, fully supporting the Windows 95 and Windows NT environments, and encouraging code re-use - the key to even greater productivity. Visual C++ 4.0 comes with Custom AppWizards and ready-to-use C++ components and OLE controls; it also includes an intelligent management system for OLE controls and C++ components called the Component Gallery.

Available now. Visual C++ will be available under subscription which entitles the purchaser to receive the next 3 minor upgrades free. HotFax code: 2051.

Visual SourceSafe

When there's a bunch of developers all working together, keeping track of code is essential. Visual SourceSafe adds security and scalability to your programming, and it's always keeping track of the most up-to-date code, promoting re-use and preventing accidental loss or alteration.

Available now, ERP \$75. HotFax code: 2056.

Visual Test

Don't get stressed, stress-test your applications! Visual test is a program specifically designed to find any weak spots and iron out bugs in your development projects.

Available now, ERP \$919. HotFax code: 2061.

FORTAN PowerStation

The powerful scientific programming language FORTRAN PowerStation 4.0 is now available for use within Windows 95 and Windows NT environments.

Available now, ERP \$1229. HotFax code: 2066.



Want to read up on VB? Check these out!

Hardcore Visual Basic: Secrets, Shortcuts and Solutions for True Windows Programming Without Using C.

ERP \$79.95 ISBN 1-55615-667-7. Available December.

Microsoft Visual Basic 4.0 for Windows 95 Step by Step. ERP \$49.95. ISBN 1-55615-694-4. Available now.

Microsoft Visual Basic Reference, 2nd edition. ERP \$59.95. ISBN 1-55615-920-x. Available now.

Mastering Microsoft Visual Basic: In-depth Interactive Training for Experienced Developers. ERP \$159.00. ISBN 1-55615-913-7. Available now.

Microsoft Excel Visual Basic for Windows 95 Programmer's Guide. ERP \$49.95. ISBN 1-55615-819-x. Available now.

Microsoft Excel Visual Basic DAO Language Reference. ERP \$49.95. ISBN 1-55615-942-0. Available now.

Hot stuff from MS Press



There's a bunch of books at MS Press just waiting to bring you up to speed for whatever application or system product you use. The best-selling Step-by-Step range aren't just boring old manuals—they're interactive book and disk training guides, and everything about them is designed to fit into your time and pace.



A Step-by-Step guide is the most time-efficient and convenient way to learn, especially with the example files on disk, follow-along lessons and real world business exercises that are included. Each guide is divided into easy-to-follow lessons with tips and learning reviews to help you check on your progress as you complete each lesson. This self-paced instruction is ideal for new users and upgraders. Check out these titles available now!

Microsoft Excel Visual Basic for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-830-0 available now.

Microsoft Excel for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-825-4 available now.

Microsoft Word for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-828-9 available now.

Microsoft Visual Basic 4.0 for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-694-4 available now.

Microsoft Project for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-866-1 available now.

Microsoft Visual FoxPro 3.0 for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-846-7 available now.

Microsoft Works for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-881-5 available now.

Integrating Microsoft Office applications
Step by Step for Windows 95
ERP \$49.95 ISBN 1-55615-887-4 available early December.

Microsoft Access for Windows 95 Step by Step
ERP \$49.95 ISBN 1-55615-876-9 available early December



Microsoft Word Developer's Kit, 3rd edition Word Power

The technical info and tools you need to customise Word or develop further applications are all wrapped up in the Microsoft Word Developer's Kit, 3rd edition. This great kit is useful for all levels of users: you can learn how to program macros in WordBasic, brush up on your skills, or create custom development solutions. This multi-platform kit will show you in Word for Windows 95, Word 6.0 for Windows 3.1, Word 6.0 for Windows NT or Word 6.0 for the Apple Macintosh.

The kit focuses on learning WordBasic from fundamentals to advanced, getting started with macros, working with custom dialog boxes, debugging, handling errors and bullet-proofing macros. Included is a language summary and reference section. **The Microsoft Word Developer's Kit, 3rd edition is available now. ERP \$99.95, ISBN 1-55615-880-7.**



Microsoft Office 95 Resource Kit

Roll on out

The Microsoft Office 95 Resource Kit is a book especially for system administrators and computer professionals rolling out and supporting Office 95 within an organisation's local or distributed installations. The kit has the info you need direct from the development team, and thoroughly describes the Office 95 architecture, looking at the suite as a whole and closely examining the component applications Word, Excel, PowerPoint, Access and Schedule+. There's also detailed information on aspects of installing Office 95 and choosing an installation strategy, as well as sections on maintenance, support and working within a workgroup.

Microsoft Office for Windows 95 Resource Kit is available now. ERP \$99.95, ISBN 1-55615-818-1.



Tales from the Crypt-ic

The night was dark and the wind was a mournful howl when Communique's crossword designer emerged from the shadows. In his hand was that product of questionable sanity, hours of concentration (and a few blocks of chocolate!)—it was the most devilish crossword we had ever seen. 'Surely, no one will be able to survive such brain teasers', we cried!

Well, David Hewitt from Park Orchards, Victoria survived and went on to become our September Crossword champ, receiving a copy of Microsoft's Encarta '95. You too have a chance to win some great software, if you wrestle with the clues to this month's crossword. Just turn to the back page!





Chat with an expert developer

Get ready for the first Communiqué on-line chin-wag and gather 'round your PCs, keyboard ready and coffee handy! We're talking development with the best of them.



Jim McCarthy, Director of the C++ Product Group at Microsoft and author, will be your guest on-line on the Microsoft Network! McCarthy's book, *Dynamics of Software Development*, is all about the secrets behind creating successful software, avoiding the pitfalls in development and getting the product ready on time! If this knowledge sounds like something you need, grab the opportunity to have a cyberspace-yak with McCarthy.

McCarthy will take part in a chat session (hosted by our very own editor Darren 'Letterman' Edwards) on November 15 in the Communiqué chat area on MSN. More details will be available closer to that date on MSN, so just log in to find out!

Want to find Communiqué on MSN?

Just type *ms_communique* as your go word!

TechNet, now in individual servings

So you don't need a yearly supply of tech info? Well then, take another look at TechNet!

Microsoft TechNet is a CD-ROM support reference designed to tackle the meanest and hairiest problems (and save your IT department money on support costs). Previously only available on a yearly subscription basis, TechNet can now be purchased as a single CD-ROM product.

To find out more, contact the Microsoft Sales Information Centre on (02) 870 2111 or 1-800 287 253 outside Sydney.

INSIDE

i N F O

The training is out there!

Want to bring everyone up to speed with the latest platform and Office suite? Just grab some high-quality training from any of the authorised training centres below. These folks took part in a Microsoft Windows 95 and Office for Windows 95 Train the Trainer course! (Just turn to the directory in the back pages of this magazine for more contact information!)

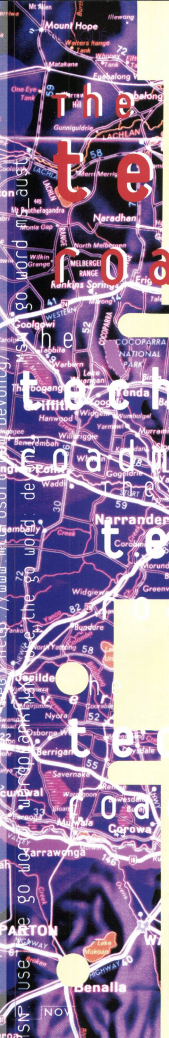
ACT	Imageword;
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WA	Australian Training Institutes, Drake Training, Ferntree Computer Corporation, Management Technology Education.

Mission at high altitudes!

In the face of uncertain danger, one resourceful Communiqué reader/ace bomber pilot performed amazing feats of flight with skill, cunning and determination. All to bring Communiqué proof that the Sydney Opera House is fun to fly over when you're upside down!

New threads now cling to the back of Roger Lowery of Flynn, ACT, who is the winner of our fab Flight Simulator comp. And not just any ol' bag of rags either; Roger has been seen sporting the ultra-groovy Flight Sim jacket back home – while dive-bombing our politicians on their way to work!





The tech road map

Welcome to the first Communiqué technical road map.

Each month we'll point you to the hottest new technically-related sites on the Web and Microsoft Network. This month we're focussing on Microsoft's own sites. They're the first stopping point for anyone travelling the infobahn in search of techno tips and techniques for Microsoft products.

GET RID OF THE WORD PRANK

Microsoft has developed a scanning tool which removes and protects against a virus-like macro that tampers with a Word user's Save As command. While this macro does not harm any document content or system operations (it simply saves Word documents as templates), it behaves like a virus in the way it replicates and distributes itself.

You can tell if you've got the prank macro the first time you open a document containing the macro. If you've got it you'll see a dialog box that only contains the number "1" and an "OK" button. You can also verify whether or not the macro is installed by selecting the "Macro" command from the "Tools" menu – if the list contains the following macros: AAAZAO and AAAZFS it has been installed. If you don't have it you don't need to download the fix.

web: <http://www.microsoft.com/msoffice>
MSN: use the go word: wordprankfix

CONTACTING COMMUNIQUÉ ELECTRONICALLY

Want to get in touch with the *Communiqué* team? Get along to the MSN site by using the go word "ms_communique" and you'll be able to submit letters to the editor or you can vent your spleen if something's bugging you about Microsoft. You can even let us know if you're happy about something, and if you want to submit something to Your Say electronically this is the place.

MSN: use the go word: ms_communique

THE ROAD STARTS HERE

First up, take a look at the Microsoft World Wide Web page which is currently accessed by 40,000 people each day. Along with the good stuff provided there by Microsoft there's a huge link page with pointers to companies, services providers and home pages on every imaginable subject. It's worth visiting if you feel like some random surfing. If not, here are some good places to start that relate to our stories in this month's issue.

Then there's Microsoft Australia's MSN site, which contains lots of goodies, such as Communiqué on-line, where you can respond directly to the magazine and find heaps of technical information.

web: <http://www.microsoft.com>
MSN: go word ms_aust

FOR DEVELOPERS ONLY

Microsoft has put a fair whack of work in the DevWire Web site! Every two weeks new material covering a variety of Microsoft developer tools, events and other current information is updated, and if there's additional material about a topic mentioned you'll find links to that.

To find out what's new over e-mail, you can sign up in the DevWire registration area for bi-weekly messages that mirror the page. And if there's time-sensitive information that may not make it up on the Web, you'll be sent it in a brief Flash mailing.

To register send an e-mail to "devwire@microsoft.mwnet.com" with "Subscribe DEVWIRE" in the message body.

web: <http://www.microsoft.com/devonly/>
MSN: use the go word: devonly



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In today's competitive environment your clients are demanding the tools that help them track, analyse and communicate information. MTX Accounting is the



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The Experts' Road Test

There are bouncing balls, recipes, ocean

floors and the odd glass of wine as

Communiq  s Nicole

Manktelow hits the road

in search of experts

to discover the answer

to one of life's simple

questions – are

Microsoft's multimedia

titles any good?

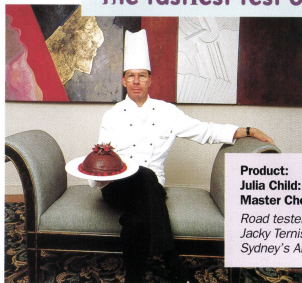
In recent months the Microsoft Home range of products has grown to encompass a wide range of subjects, with each new CD-ROM title squeezed full of more good stuff than the last.

Pick one up and you'll discover super sound, vigorous video, fabulous facts and simply fine figures on what lives on the ocean floor, who's the best at basketball, how to cook a big fat roast or when to drink a sparkling toast (*Whitman you aren't - Ed. Er, sorry - Writer*).

Naturally the *Communiq  * team has pushed and poked and played with each and every one of the said titles until we've become veritable experts on each subject. But then the thought struck us – what would experts in each field think of the titles? Would they be useful in their jobs, are they fun, and more importantly, are they, like the writing on the back of the pack proclaims, factually correct?

Read on to discover answers to these questions and more.

The tastiest test of all!



Product:
Julia Child: Home Cooking With Master Chefs

Road tester:
Jacky Ternisien, Executive Chef at Sydney's ANA Hotel

Imagine being in charge of five glamorous restaurants complete with ten busy kitchens and 150 flat-out chefs! That's all in a day's work for Jacky Ternisien, Executive Chef at Sydney's ANA Hotel. So who better to test out Microsoft's culinary collection, the CD-ROM "Julia Child: Home Cooking With Master Chefs"?

There are certain things a good cookbook must possess besides tasty recipes, according to Ternisien, who says they must include notes on the cookware, preparation and the cooking required for each dish.

"As you must always do your preparation to get the best possible result it is very



important to have all this information," he said. "It's good to be able to click from the recipe and see the cooking utensils and preparation you'll need for the job explained."

The focus of this CD-ROM is not only on the recipes themselves but also on the chefs whose cookbooks they come from. So with 16 chefs featured the first port of call for Ternesien was their biographies. He wanted to check out their calibre.

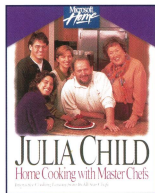
"I think the history of the chefs featured is very interesting if you're a keen chef and you're trying to learn from this CD-ROM," said Ternesien who was pleased to see that one of his favourite chefs, Jeremiah Towers, was featured.

As with most things there are differences in cooking terminology around the world. As Julia Child: Home Cooking with Master Chefs is a US-produced CD-ROM it uses American names, terms and measurements.

"This is a very common thing to look out for when you are looking for new recipes," said Ternesien. "You must make sure you are able to easily use conversion charts and understand what the terms actually mean," he said. That said, the conversion charts for temperatures and measurements including liquids and various solids were given the thumbs up by Ternesien, who found them easy to access via the options button at the bottom of the screen.

The next checkpoint in the roadtest was to look for names, terms and even hints that may cause a little confusion. "For example," said Ternesien, "not many Australians know what scallion is, but when you look it up in the index you find that it's just

another name for shallots. The index is very thorough. Such detailed information is valuable in any kitchen".

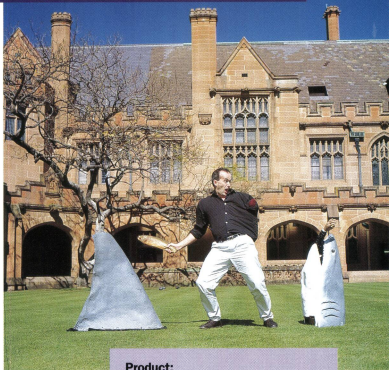


Best bits:

detailed preparation and step-by-step instruction, detailed index, appealing selection of recipes. Ideal for the keen home chef.

Price: \$49

Slippery when wet



Product:
Microsoft Oceans

Road tester:
Ove Hoegh-Guldberg, senior lecturer, University of Sydney's School of Biological Sciences

Take an interest in the little critters in the sea, get some heavy duty qualifications and have a life-long passion for all things wet, and you have the key requirements to be a marine biologist and the perfect credentials to put Microsoft's Oceans CD-ROM through its paces.

Ove Hoegh-Guldberg, a senior lecturer at the University of Sydney's School of Biological Sciences, already spends a fair amount of his time evaluating multimedia titles for use at the university – in between teaching and hanging out by the sea, that is. So when *Communiqué* asked Hoegh-Guldberg to test out the Microsoft Oceans CD-ROM he was well-prepared.

"I tried to rate Oceans in terms of educational impact, clear instruction, graphics, accuracy, the fun element and its overall look and feel," said Hoegh-Guldberg. "In all these areas I'd rate it highly; in fact, I loved it," he said. "It really whets the appetite for the subject and is very accurate."

With accuracy in the classification of species a central concern of biological study, it was the first thing Hoegh-Guldberg checked for in Oceans. Such information is crucial to a scientist, he said.

"You can pick any good diving book off the shelf and invariably



find there are things that have been mislabelled. It's a bit of a hobby for all marine biologists to look through and pick the errors," he said. "But there were no real errors in Oceans. It obviously had quite a lot of good input from marine experts."

While the CD-ROM is suitable for both adults and children it has, in Hoegh-Guldberg's opinion, a very real value for school students. "Oceans has a level of knowledge detail perfect for high-school students up to around year 10, although it's not condescending at all for adults and still fun for younger children," he said.

The Oceans CD-ROM contains a lot of information on this watery environment and the many species that live there. With its detailed index the program can be used as an interactive encyclopaedia on the subject, or you can take the more entertaining approach with a tour, or simply browse.

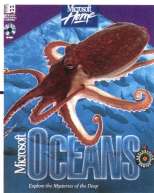
According to Hoegh-Guldberg there are also some clever little tricks employed to keep the level of interest high, such as fun games. "The CD plays a series of random noises of the sea," he said. "And there are beautiful little animals, crabs and fish that move unexpectedly across your screen – just the sort of chaotic things that happen at the seashore!"

Overall Oceans was given a big thumbs up because it encourages exploration of life under the waves.

"The other products I have seen are not as creative or intuitive as this one; it's easy to understand without being condescending or daggy," said Hoegh-Guldberg.

Best bits:

Accuracy and realism, value, cute animation and sound. Easy to use.



Price: \$49

Product: Microsoft Wine Guide

Road tester:

Gary Collins, champion wine-taster and manager of The Wine Gallery



Of the abundance of wine available, how many different types would you be able to identify? *Communiqué* found someone who can do it better than most in Australia.

Besides running the specialist wine outlet, The Wine Gallery, in Pyrmont NSW, Gary Collins was also captain of the winning team at this year's Wine-state Wine Options championships. That's where the contestants taste their way through eight wines from anywhere in the world, picking the name, maker, variety, region and vintage to claim first place. It's a tough competition where years of accumulated knowledge and tasting become very handy.

So who better to review Microsoft's own Wine Guide on CD-ROM?

According to Collins there's quite a gap in understanding between the novice wine drinker and the expert, further widened by almost an entire language of wine jargon. "Understanding some of the terminology is very difficult for most people," said Collins. "That's where I found the Microsoft Wine Guide to be very useful," he said. "It does a lot to bridge that gap."

The Microsoft Wine Guide is hosted by well-known English wine critic Oz Clarke, who explains a lot of the terminology and demonstrates wine-tasting techniques on video on the CD-ROM.

"Oz Clarke is very good at making a very complex topic easier to understand," said Collins. "Wine is not a topic that's easy to learn about, but he clarifies aspects such as flavour, sugar content and



A good drop



woodiness," he said. "It's very impressive."

The fact that these explanations are offered through multimedia is also a bonus for anyone learning about wine, says Collins, who believes people are more receptive to ideas when they can hear about them as opposed to reading about them. As well, the video element made the package more personal and relaxed – ideal for the person learning in their spare time at home.

"The wine-tasting notes are extremely well suited to the amateur because they take the myth out of the tasting process," said Collins. "The CD-ROM lays all the information out in front of the taster and so they're less intimidated, especially if they want to repeat a few explanations.

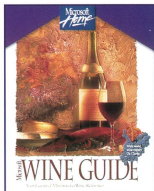
Because they're in the privacy of their own home they don't have to feel silly," he said.

According to Collins, the wines examined by Clarke for the purpose of learning to taste are well suited for someone learning at home. "All the examples of wine were pretty accessible, not always cheap but very realistic choices," he said.

The Microsoft Wine Guide looks at wine and wine regions from all over the world with a map that you can use to zero in on a country, then a region and then use to choose notes for wineries and their wines.

Wine is a product that takes many years (albeit enjoyable ones) to get to know. According to Collins anyone interested in a sensible overview will gain a lot from the Wine Guide. "After looking at the CD-ROM you'll definitely understand a lot more about

wine, you won't be an expert but it will be a bit of a fast track for you."



Best bits:

clear explanations, animated demonstrations, wine dictionary. Easy to use.

Price: \$49

Product:

NBA Complete Basketball '96

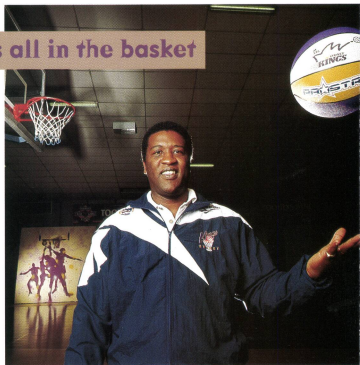
Road tester:

*Cliff Martin, assistant coach,
Sydney Kings*

Basketball has been part of Cliff Martin's life for the past 26 years. During his career in the US he played with some of the game's legends, while in Australia he's assistant coach of the Sydney Kings and coach of their junior counterparts, the Sky Team. *Communicé* asked the coach what he thought of the latest Basketball CD-ROM from Microsoft, NBA Complete Basketball '96, and whether its action was as good as the stuff on the court.

As well as being entertaining Martin found the CD-ROM to be surprisingly useful. "It's just like a lit-

It's all in the basket



tle encyclopaedia of basketball," said the coach. "You can set out to find any facts or figures you want," he said. "Or, on the other hand, you can just wander through it, pick out players or teams and get a general sense of history."

According to Martin just about anything you could want to know about the NBA is included in the CD-ROM, from the early games to the latest season.

"It's a buzz for me because I can just type in the first names of guys I used to play with and pretty much find them straightaway – and the info was



pretty spot on," he said. "There's a big with picture and stats of every

player, even if they've only played a minute!"

When it comes to the statistics included in the CD-ROM, there's plenty of detail. "The stats can show how a player did in one year compared to another player, but mainly they're used for finding out about one player at a time," said Martin.

"Famous players like Magic Johnson have about five or six videos and there's a little speaker to click on and hear either Magic talk or someone else talk about him," he said. "It's a really good insight into the person."

The CD-ROM has over 100 video and audio grabs to illustrate its information on the teams and players of the NBA. There are also specialised sections covering things such as records and history. These sections were a big hit with our roadtesting coach.

"The hoopla and the dunks were a good addition to this version, and so were all the little extra video clips," said Martin. "There's a section of bloopers that are all pretty funny, like people running into the coach or falling over," he said. "It's pretty entertaining."

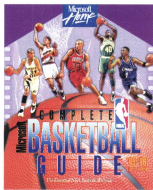
Even though Martin's current focus is his Australian players, the NBA games are still important to the sport because, in Martin's words, basketball is a global institution like so many sports. "Being an American, the fact that it's official NBA means a lot to me – we might say the best cricketers are from the West Indies, well in basketball everyone knows the best players are in the NBA," said Martin. "Basketball fans anywhere will be able to appreciate the NBA in terms of the game itself," he said. "Just look at the runaway success of the basketball cards most kids are collecting, the most popular are the NBA ones."

The overall best feature about Microsoft's Complete NBA Basketball for Martin is the fact you can view the game's development through the years. "It gives you a great history lesson, right back to the

'20s," said the coach. "You can look up everything, even the guy who invented it!" ●

Best bits:
complete history, audio
and video grabs,
biographies, bloopers.

Price: \$49



Fab things to find under the tree!

With the countdown already on and the number of shopping days to Christmas reducing with an alarming rapidity the *Communique* team knocked heads together to come up with some super shopping ideas for Christmas.

Gifts for the imagination

Scholastic's The Magic School Bus Series:

Send your kids on a fantastic journey with the world's wackiest school teacher and her class. The kids in the Friz's class have a whale of a time as The Magic School Bus Explores the Ocean, get star struck as the Magic School Bus Explores the Solar System, and learn all about their insides as The Magic School Bus Explores the Human

Body. This range of CD-ROMs encourages exploration and learning in 3 to 9 year old kids (and it's a heap of fun!)
ERP \$69.



EasyBall:

A great gift for little fingers who want to use some of the great software available for growing minds. This is a cross between a mouse and a joystick, big and comfortable enough for developing coordination, and has adjustable setting for older kids too! EasyBall comes packaged with Explorapedia: The World of Nature.
ERP \$99 including tax.





Gifts for fun!



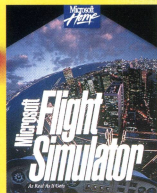
Fury³:

Grab their attention with gunfire and explosions and get into the fast flying Fury³. Guaranteed to addict, this space-age war game has some pretty cool scenery and great flying manoeuvrability. ERP \$69.



Sidewinder 3D Pro Joystick:

Developed with the latest PC game technology, this joystick gives more control and instant response for all those games where you have to be a quick draw. Especially suited to Windows 95. ERP \$99.



Flight Simulator 5.1:

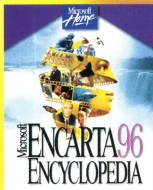
The next generation of everyone's favourite flying game with super scenery and detail like no other. Experience the height, speed and turbulence and crank up your flying hours. ERP \$69.



Golf 2.0:

Every golfer's dream game! If you know someone with the strange obsession with little white balls and vast amounts of lawn this is the perfect way to achieve the perfect game. ERP \$69.

Gifts for a better way



Encarta 96 Encyclopedia:

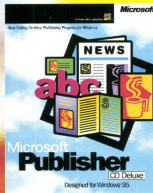
This is the latest version of Microsoft's comprehensive multimedia encyclopedia with new features including the ability to download updates from MSN, as well as more graphics, audio and video clips. There's also a Yearbook facility and over-all easier navigation. ERP \$79.



Natural Keyboard:

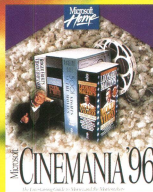
Go on, save someone's back! Ergonomically designed, this keyboard is particularly well suited for the touch typist. It positions their hands at a

comfortable angle, reducing shoulder, arm and overall back stress. (They also look kinda cool!) ERP \$129.



Publisher for Windows:

This is the one-stop publishing shop! Anyone who needs to create marketing and sales material including newsletters, flyers and letterheads will really appreciate this useful program. This version has more wizards and pre-designed material to make work faster and easier. ERP \$89.



Cinemania '96:

A movie buff's delight! Cinemania is information and multimedia combined for a personal reference to the greats of the big screen. From the classics to the latest movie hits, this interactive movie guide contains 80 years of cinema history, 19,000 reviews and biographies on over 4,000 stars! ERP \$89.



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The new LitePro 580 is the smallest, lightest and brightest multimedia projector available.

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reflected off the screen) and the truest, most saturated colours of any LCD projector.

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With so many surfing the Net, Communiqué decided it was high time to get some words of wisdom from some real surfers.

Where better than from Australian Surfing Life, that noble tome for all surfers? Despite a dislike of gingers and a hatred towards anyone who drops in, editor Derek Rielly has a sharp wit and a mean pen, especially when it comes to answering the letters of the faithful.

Derek

When was your first encounter with technology?

In 1976. Mum had just bought a new Datsun 180B which featured a pretty swish AM push-button radio. My nine-year-old brain could barely compute that such a fantastic device not only existed, but sat so compactly inside an automobile.

Describe your happiest techno moment.

Three weeks ago at the General Luna Secondary School's annual fundraising disco. GL is a tiny Filipino fishing village on the island of Siargao - three days travel via canoe, ocean liner, light aircraft and 747 from Australia. They play some awesome Filipino techno and one-litre bottles of beer cost a wonderful 25 pesos (just over a dollar).

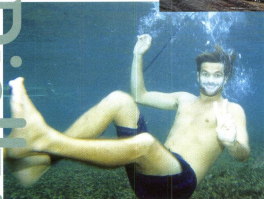
How, if at all, has using technology (such as a PC and word processor) changed the way you work?

It makes me feel much more important, particularly when I'm on an airplane and I pull my Powerbook out and act all sullen and busy.

Who do you let use your PC?

Anyone who wants a go, really. Fortunately, most of my friends are more concerned with the axe and thickness of surfboards than computers.

Rielly



What was your most miserable moment with your PC?

This was a moment so putrid I almost feel ill in the re-telling. OK, I've been sitting for hours hand-crafting the letters' page for ASL. Each letter is cut to the bone, each headline blisters with intensity, the replies sting, cajole and amuse. I'm deliriously happy - I am convinced I have built the perfect letters' page. Then, a couple of buttons later I have nothing; it's all gone. An important lesson learnt: find out how to save your document before you begin. That or be able to afford a new machine each time you destroy one of the monsters.



Does your PC have a name - what is it?

Rex. No...Barry. Uh, Warren? Dumno. Am I supposed to?

If you had an Internet alias what would it be and why?

The Turgid Truncheon. I don't really know why; it just sounds really powerful.

Been surfing lately?

Oh yeah. D-bah's just starting to crank; a slick little south swell has appeared out of nowhere so everyone 'round here's going nuts trying to finish the mags so we can bail for a surf. If you mean the Internet ... uh ... no. One of my colleagues is an Internet fiend, however, and often has to be prised from the Patricia Ford home page.

What is your most treasured possession?

My Greg Webber-shaped 6'4" Insight surfboard. Incredible piece of craftsmanship - perfect curve, a glorious bottom shape, foils, rails and a wonderful spray of an axe-wielding Bart Simpson removing Krusty the Clown's brain. ●

What do you get when you mix fashion, farming and some vaguely powerful software together?

Communiqué's ace reporter, Nicole Manktelow, took a red eye to Western Australia to find out.



A cut above the rest



The shop-lined streets of Subiaco ooze style. It's Perth's fashion district, the west coast Mecca for clothing cred. Wandering through, looking for the latest fashion recently, *Communiqué* found a fashion company with a difference – two sisters who design distinctive clothes and run their business using Microsoft Office Professional (with some help from their Dad).

Eight years ago Cathy and Ali Wood finally realised they were, indeed, fashion-mad and decided to start their own business doing what they love best – designing clothes.

"At first I thought creating the business was all pie-in-the-sky stuff, that we wouldn't be successful as a design company," said Ali, whose artistic flair has helped create the clothes that fill the racks of the sisters' shops.



"But we're here and we're doing what we love," she said.

The Wood Sisters' Clothing Company is thriving due to distinctive styling and good doses of organisation, but while the artistic flair has been there continuously from day one, in the early days of the business a lot of organisation was needed to get it running properly.

Like any small business, Cathy and Ali needed to put systems in place to make their limited time as productive as possible. So they asked their computer-crazy Dad to help out.

While his daughters have a passion for fashion, Jem Wood has a passion for programming. He fits it in when he's not too busy running a four-and-a-half thousand acre sheep and cattle farm in the town of Boddington. When the company set up shop it was Dad who came in to sort out their computing needs.

Using Microsoft's database application, Access, Jem had already created an application to help him run his farm. A little tinkering here and there and the self-taught programmer had modified his home-built app to suit the clothing business.

"I originally designed the program for my farm," said Jem Wood, "but it doesn't matter whether you are selling cows or dresses, the basic principles of running a small business are the same".

Expansion time

With two retail outlets and wholesaling to about a dozen other stores Jem's help has proven invaluable, says Cathy, the business whiz in the family. This year the company is having a crack at the Sydney and Melbourne markets.

Almost everything that is associated with running the company is stored somewhere on the computer including lists of stockists and suppliers. There's a database with two thousand people listed for mailings and there's Wood Sisters' Shop-a-holics club.

"That's where we keep special customers' details and records of their purchases and discounts," said Cathy. Access is also used as a cash book to keep track of all the sales made and all the cheques that are written. All the company's accounting figures are entered in to the Access database and then exported into Excel. "I have everything all linked up so it can be merged simply and easily when needed," she said.

There's a trademark femininity in the design of the Wood Sisters' clothes. Their short day dresses and elegant evening wear also seem to represent their outlook on life – of having fun and enjoyment.

A record of costings is kept for every garment in Access, which includes everything that went into making an item: material, zippers, buttons, beading or ribbon, and how much

Small business fact file

Name of business:

Wood Sisters' Clothing Co.

Location:

Perth

Type of business:

Women's fashion design for wholesale and retail

Owners:

Ali and Cathy Wood

Key business software:

Microsoft Office Professional

Main benefit:

As well as keeping track of all aspects of the sisters' business, the seamless integration of Access and other Microsoft Office applications means that any change inputted by the sisters is reflected across the entire system.



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time it took to create. "The best feature about Microsoft Office is that because each of the applications is integrated we can now see what's going on and manage everything," said Cathy. "Dad showed us how it worked and linked all of our data together and now running the business is very easy."

More than a passing interest

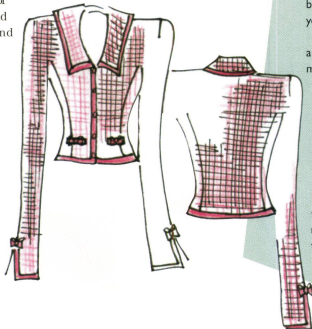
Jem has been programming for about ten years. "None of my friends were interested in computers at the time," he said, "but they are now".

There aren't too many programming types who are into farming as well, but in this case it's all a matter of balance.

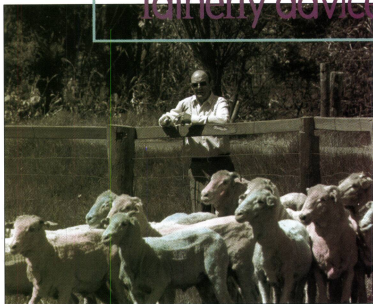
"I like the mathematics of programming and the mental gymnastics you go through to get where you want to go," said Jem. "It's a good change."

Jem designed an accounting package to suit his farm with dBase. "It was desperately difficult and took a long time to come up with the right result. It was very difficult to correct mistakes too. Once Access came out it was much quicker and easier to get through everything. Then I showed the girls what I was doing."

It took Jem less than a day to organise the Wood Sisters' Clothing Company computer to handle the girls' business requirements. It took only a day for his daughters to learn to use it all when he was done. Add to that a couple of weeks' fine-tuning as the system was more perfectly matched to the unique aspects of the business and they were up and running. ●



Some good old-fashioned fatherly advice



Planning a program is just like planning a holiday, according to Jem Wood. If you don't have a road map you can get lost.

"Always try to keep a clear idea of what you want to achieve when you're adapting Access to your own business or you might find you end up somewhere you don't want to be."

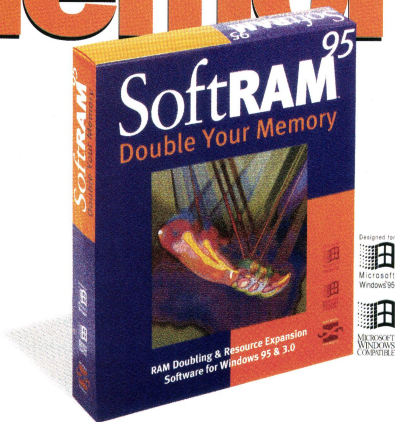
That's sound advice from a man just as happy wielding a keyboard as he is dipping sheep. "I like the programming side of things but I wish I was quicker at it."

Wood organised the four and a half thousand acres of his sheep and cattle farm with Microsoft Access. Not everything goes the way you want it too, admits Wood. He's spent a fair amount of his time with his nose deep in a manual or on the phone to Microsoft's technical help folk.

"I find that if you know the answer already the book is useful, but for me the best help was over the phone," said Jem. "And Microsoft pointed me in the right direction – they didn't write it for me."

"There is always a way so be persistent and work out your structure, like drawing a road map before making too many starts."

double click. double memory.



Doubling RAM doesn't have to be hard. Install Soft RAM⁹⁵ and instantly speed up Windows 95 and Windows 3.0 and higher. Run multimedia and RAM hungry applications. Open more applications simultaneously. Say good-bye to "Out-of-Memory" messages. 4MB becomes at least 8MB. 8MB becomes at least 16MB. Get the idea? (In fact, you can get up to 5 times more memory.) SoftRAM⁹⁵ works with all 386 and higher desktops and laptops. PC Novice calls SoftRAM the "real RAM doubler for Windows." Executive Summary: Don't run Windows Without ItTM

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**Software
Suppliers**

Kids' Communique

Leaky bus ride

At the bottom of the deep blue sea!

What's yellow, bumpy and wears sunglasses? The Magic School Bus when it goes to the beach! When Ms Frizzle's class spends a day at the beach they don't just hang around catching rays - they dive right in and go down to the ocean floor!!!

If you've seen the other adventures of "the Friz", Liz and the gang, you'll know they drive around a lot in a strange yellow bus. The bus is always doing weird things like changing into a spaceship or shrinking down in size.

Well, this time it becomes a submarine sinking down into the depths of the water and everyone gets to see under the sea!

Lots of places to visit!

When you go on an excursion with the Magic School Bus you're the one who gets to drive. You can go anywhere you want in the ocean and click on anything you see. If you're outside the bus having a swim you can click on the edge of the screen to move along, or if

you're inside you can use the steering wheel!

Why not visit the rocky tide pool and the coral reef? Or maybe check out the kelp forest! In the kelp forest you can shrink the bus down to a tiny size and see what's going on in between the kelp leaves.

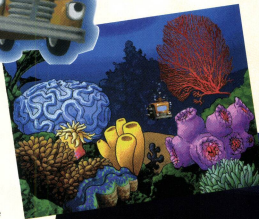
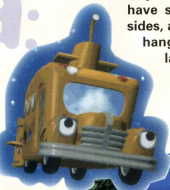
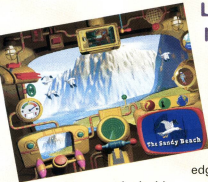
Glow-in-the-dark fish?

Fish come in all different shapes and sizes! Long, short, wide or skinny, they all have some sort of body. Then there are the different kinds of fins, jaws, scales and tails. Some fish even glow in the dark!



These fish are the ones who live very deep in the ocean, near the floor where it's very dark. They still need some light to find prey and survive so they make their own.

Sound strange? Well, the process is called phosphorescence, and it's caused by chemical reactions in the body of the fish. That's why some fish have spots that glow on their sides, and even light spots that hang from their head like lanterns!



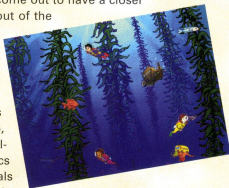


Inside the bus there are some cool instruments, including machines that automatically adapt everyday objects into creatures of the sea, and even one that produces balloons shaped like crabs, fish and whales. There's also a different experiment for every area you go to, from the open ocean to a hot water vent!

Good clean fun

Sometimes when you're driving the Magic School Bus and you click on an animal it moves or swims away. And sometimes the kids from the bus will come out to have a closer look. Often a game will pop up right out of the blue! Why not try out the one where you have to help the little fish get through the tide pool, or the one where it's your job to clean up the ocean.

Everyone knows how important it is to keep the environment clean. Even so, pollution is still a big problem, especially in the ocean where things like plastics can cut and badly damage dolphins, seals and other creatures. Other wastes can be very dangerous and poison many different living things. In this particular game you have to rush to pick up all the litter and rubbish before it kills the sea life, without running out of air!



Design a sea creature!



There are lots of weird and wonderful living things in the ocean, from mammals, fish and crustaceans to itty-bitty plankton (you need a microscope to see these tiny creatures).

Some animals have spikes or bright colours, others have tentacles and more than a few have sharp teeth!

Here's where you get to create a crazy sea creature of your own! It can look like a real creature of the sea, or maybe part of one and the rest of another (a crab-fish or an octo-shark for example), or you can completely make it up from your imagination!

Send us your best sea creature (you can use a computer – or, if you really want to, pencils or paint or crayons or...well, you get the picture!) before November 30. Post your entry to "Top Sea Creatures" at the address on page 27.

We'll publish the best one and give its creator a super-duper copy of the Magic School Bus Explores the Ocean and Fine Artist!

Don't forget to tell us your name, age, address, telephone number and mum's or dad's Communique membership number.



Platypuses aplenty

Lots of brightly coloured platypuses recently found their way into Club Communique's mailbox thanks to a bunch of kids who obviously know how to wield a mean pencil, crayon and highlighter.

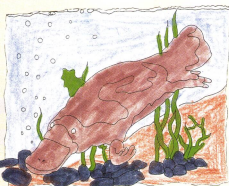
The platypus we printed in August Kids' Communique was little more than a squiggly line until everyone helped out the hapless mammal with some large doses of colour. Our thanks to everyone who sent us their platypus! Here are just a few of our favourites.



Andre Szczepanski (6), Yowie Bay, NSW



Jaclyn Georgiou (4) Hawthorn, Vic.



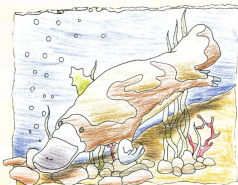
Simon Grice (8) Mornington, Tas.



Amy Littler (5) Palmwoods, Qld



Fiona Wells (9) Gowrie, ACT



Melanie Mathews (8) Bentleigh, Vic.

on the bus or off the bus

**Win a super
Magic School Bus pack
– all you have to do is create
the best destination ever!**

Whether they're launching into outer space, wandering around on the ocean floor or taking a trip inside the human body, the Magic School Bus kids always have fun on the way, even if "the Friz" gets herself lost sometimes.

If you want to join the kids, Ms Frizzle and that slightly offbeat, some say insane, lizard, Liz, on these great expeditions (and see some pretty cool experiments) have a go at this month's Kids' Communiqué competition.

All you have to do is tell us where you would go if you could ride on the Magic School Bus. The destination of your trip can be anywhere at all, real or imaginary. Write to us here at Kids' Communiqué and be sure to tell us why you picked this place for the Magic School Bus to go.

Or if writing is just too darn restrictive for your creative talents, then send us a picture of what your destination looks like – or you can write and draw (Ohhhhh, so many choices! – Ed).

The four best entries will receive a Magic School Bus pack, each of which contains the three episodes of the Magic School Bus on CD-ROM (Explores the Solar System, Explores the Human Body and Explores the Ocean Floor).

Send your entry to the "Here's a wild and wacky destination..." Competition, 94–96 Pacific Highway, St. Leonards, NSW 2065, and make sure it gets to us before November 30. To be eligible you must tell us your name, age, full address, telephone number and your mum's or dad's Communiqué membership number!

Come on...break out the pens and pencils, and get your imagination moving!



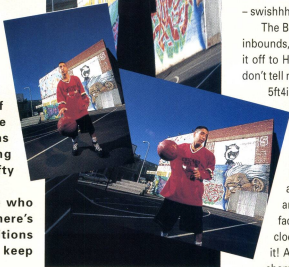
Slam dunnnnnnKED!!!

Here at Club Communiqué we've got a dream team with super slamming skills, a coach who's mean and lean, and non-stop action in the tearoom.

Besides all that, we've just decided the winner of the 'Bounce, bounce, THUMP, jump, slam, dunk' competition. Remember that crazy ol' thang?

Congratulations to Mark Asclipenos (14) of Dernan-court SA. Mark's 'last 50 seconds of the most important game of all time' was action-packed and pretty darn swift! Mark wins a copy of Microsoft's Complete Basketball '95 and has the honour of being published in our nifty mag!

Thanks to everyone who entered. Remember there's still a pile of competitions coming your way, so keep on trying!!!



Asclipenos saves day – Bulls win in last minute!

The Chicago Bulls are down by four points to the Houston Rockets in game seven in the 1996 NBA Championship. Kenny Smith inbounds for the Houston Rockets, the pass comes to Vernon Maxwell who dishes it to the 7ft1in Hakeem Olajuwon. Hakeem leaps for a mighty slam, but wait, he is reeeejected by little 5ft4in Air Asclip!

Air Asclip flies down the court spinning, cross-over dribbling and pulls up for a turn-around jump shot at 30 feet in Clyde Drexler's face, and as if in slow motion the ball floats and drops in – swishhhhh. Yesss. Oh my!

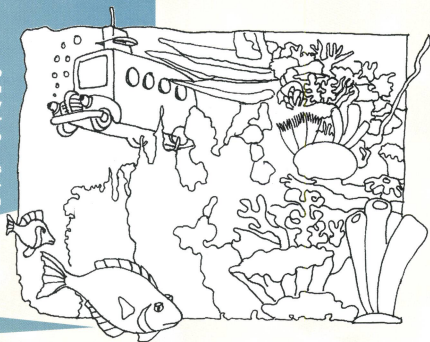
The Bulls are now down by one with 20 seconds to go. Smith inbounds, Pippen for the Bulls nearly makes the steal, Drexler gets it off to Hakeem who is open for the fast break dunk, but oh no don't tell me, Hakeem jumps but is once again reeeejected by the 5ft4in point guard Air Asclip.

With ten seconds left Air Asclip advances down the court at lightning speed, but Hakeem and Drexler are waiting in the key. Air Asclip revs up and like a helicopter takes off from the foul line, and while the clock counts down the last three seconds Air Asclip is in the air doing 360-degree spins, figure 8s between his legs and then he double pump reverse-jams it home in their faces – KAAAAABOOOOM. The backboard shatters as the clock reads 00:00 seconds left. OOOHHHHH MYYYY! He did it! Air Asclip, the little rookie point guard wins the greatest championship of all time for the Chicago Bulls. Yessssssss.

A paintbrush for the schoolbus

All those bumps, potholes, long-distance interstellar and underwater trips have taken their toll on the Magic School Bus. It really needs a new coat of paint (crayon, pencil or anything really). Give the bus a touch-up and a dust-off with your artistic flair!

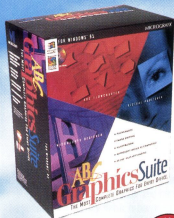
You can even send this page back to us at Kids' Communiqué, 94 – 96 Pacific Highway, St Leonards, NSW 2065. We'll publish the best one!



ABC GRAPHICS SUITE OPENS WINDOWS 95 TO THE GRAPHICS WORLD

(Enjoy the view.)

See 'Connections'
in this issue for a
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PRODUCT TUTORIAL

The days of stationery cupboards filled with unused forms are finally over. If they aren't in your organisation, you may not be making the best use of the tools you have available. Now you can produce forms using Microsoft Word for Windows 95 or Microsoft Word 6.0 which you can fill in on-line and then either print or even save the data to a database so that it can be reviewed later.

Word for Windows 95 – Creating On-line Forms

By Sue Dyson and Roger McShane

In this tutorial you'll learn how to

- 1 CREATE AN ON-LINE FORM**
- 2 BUILD ON-LINE HELP FOR AN ON-LINE FORM**
- 3 USE MACROS TO BUILD INTELLIGENCE INTO ON-LINE FORMS**
- 4 PROTECT A DOCUMENT TEMPLATE**

In this tutorial, you'll create a template for an on-line Leave Application form.

Creating the basic form

- 1** Create a new document.
- 2** In the first paragraph, type the name of the form, which is Leave Application.
- 3** Centre the paragraph by clicking on the Centre button on the Formatting Toolbar or by typing Ctrl+E.
- 4** Press Enter to create a new line

then press Ctrl+Q to remove the extra paragraph formatting.

- 5** Now highlight the heading text on the first line and make it Arial 24 point bold.
- 6** Move the insertion point back to the second line, then press Enter twice to leave some space.

The form will have labels down the left side and the information people fill in will be recorded down the right side. We need to create a two-column table.

- 7** Click on the Insert Table icon on the Standard Toolbar and choose a table that is 2 (columns) by 5 (rows); OR from the Table menu choose Insert Table. Press Tab to move to Number of Rows. Type 5, then choose OK.
- 8** In the first cell in the table, type First Name then press Tab to move to the next cell.
This is the first section of the form that a user will have to fill in.

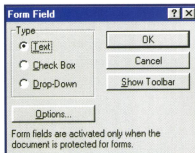


For every section that you want people to type in, you have to insert a form field.

There are three different form field types: Text, Check Box and Drop-Down. We'll use each type on this form.

- 9 To insert a form field, from the Insert menu choose Form Field.

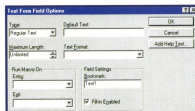
You'll see this dialog box:



The first form field is a Text field. This form type is already selected.

- 10 Choose Options.

For Text fields, the Options dialog box looks like this:



- 11 In Text Format, choose First Capital. This ensures that the name will be formatted with the first letter capitalised and the remaining letters in lower case.

- 12 Choose OK.

You're returned to the document and a form field is inserted. Notice that it appears in the document as a shaded rectangle.

There is a Forms Toolbar which can speed up the process of creating and editing forms. It is a good idea to have that visible while you're working on a form.

- 13 To show the toolbar, either right-click on any existing toolbar then choose Forms or choose the Insert Form Field command again then choose Show Toolbar.

- 14 Press Tab to move to the first cell in the second row.

- 15 Type Surname then press Tab.

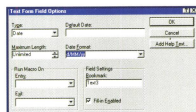
- 16 To insert the Surname field, repeat the same procedure as for First Name. Alternatively, click on the Text Form Field button on the toolbar then double-click on the Form field that's inserted to bring up the Options dialog box. You can then choose First Capital for the Text Format and then choose OK.

- 17 Press Tab, type Start Date then press Tab again to move to the second column.

- 18 Insert another Text Form field, then bring up the Options dialog box again.

- 19 In Type, choose Date and in Date Format choose d/MM/yy.

The dialog box should look like this:



- 20 Choose OK.

- 21 Repeat the same procedure to insert the End Date details in the next row.

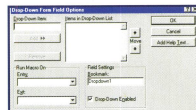
- 22 In row 5 of the table, type Leave Type then press Tab.

The available leave types will be presented in a drop-down list.

- 23 Choose the Insert Form Field command again and choose the Drop-Down form field type.

- 24 Choose Options.

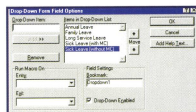
The Options dialog box for a Drop-Down field looks like this:



The procedure for building a drop-down list is to type each item you want to add to the list in the Drop-Down Item box and then choose Add. Once you've done that, you can use the Move buttons to change the order in which the items appear.

- 25 In Drop-Down Item, type Annual Leave then choose Add.

- 26 Repeat the same procedure to add the other leave types, as shown in this diagram, then choose OK.



When a Drop-Down field is inserted, you see the first item in the list displayed in the field.

- 27 Now move the insertion point below the table, press Enter a couple of times, then type this text on a new line:

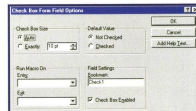
Only fill in this section of the form if the leave type is Annual Leave.

- 28 Press Enter then insert another table, this time with two columns and one row.

- 29 In the first cell, type Pay Annual Leave Loading? then press Tab.

- 30 Insert a Check Box field then display the Options dialog box for this field type.

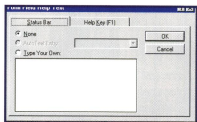
It looks like this:



- 31 In Check Box Size, choose Exactly, then type 24 to make it 24 pt.

We also want to put some help text on the Status Bar about how to fill in the check box.

- 32** Choose Add Help Text.
You see this dialog box.



You can display a help message on the Status Bar, or you can provide Help that will be displayed if the person filling in the form presses F1.

We want to display a message on the Status Bar.

- 33** Make sure that the Status Bar tab is displayed then, in the Type Your Own box, type the following:

To check this box, click on it or press the Space bar.

- 34** Choose OK, then choose OK again.

- 35** Now move the insertion point below the table.

- 36** Press Enter, then insert another table, this time with two columns and two rows.

- 37** Type Prepayment Required? then press Tab again.

- 38** Insert another Check-Box field, then display the Options dialog box.

- 39** Choose Add Help Text.

This time, we want to display a message on the Status Bar and also have extra help available if someone presses F1.

- 40** Make sure that the Status Bar tab is displayed then, in the Type Your Own box, type the following:

To check this box, click on it or press the space bar. Press F1 to see the rules for prepayments.

- 41** Choose the Help Key tab then, in Type Your Own, enter the following:

You can only be prepaid for Annual Leave or Long Service Leave.

You must give at least two weeks' notice (before the date you want to be paid, not before the start

date of the leave).

You can only be prepaid for periods of whole weeks.

- 42** Choose OK, then choose OK again to return to the document.

- 43** Press Tab, type Pay Day for Prepayment then press Tab.

- 44** Insert another Text Form Field, call up the Options dialog box and make the Type Date and the Date Format d/MM/yy.

- 45** Choose Add Help Text, choose the Status Bar tab, then in the Type Your Own box, type:

Only fill this in if you checked the Prepayment Required? box.

- 46** Choose OK, then choose OK again.

Saving the template

Before you go any further, it's a good idea to save the document. Forms that are going to be filled in on-line are saved as templates.

- 1** From the File menu choose Save or click on the Save button on the Standard Toolbar.

- 2** In Save as Type, choose Document Template.

Notice that Word has automatically selected the Templates directory.

- 3** In File Name, accept the default suggestion, which is Leave Application (or if the template is to be used with Windows 3.x users), type Leave then choose Save.

Building intelligence into a form

You can build intelligence into any form by executing a macro every time someone enters or exits a form field. In this next section of the tutorial, you'll write a simple exit macro for the Leave Type field. It will test what leave type was selected and, if it was Annual Leave, when the user presses Tab the focus will move to the Pay Annual Leave Loading? check box. If it wasn't Annual Leave, it will move straight to the Prepayment Required? check box.

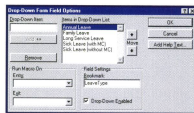
Before we write the macro, we'll rename the bookmarks Word automatically gave the Leave Type, Pay Annual

Leave Loading? and Prepayment Required? form fields. We need to refer to these in the macro and it's easier if the bookmark name describes the field contents.

- 1** Double-click on the Leave Type form field to bring up the Options dialog box.

- 2** Change the default value in Bookmark to LeaveType.

The dialog box should now look like this:



- 3** Choose OK.

- 4** Double-click on the Pay Annual Leave Loading? check box to bring up the Options dialog box. Change the value in Bookmark to LeaveLoading, then choose OK.

- 5** Finally, double-click on the Prepayment Required? check box to bring up the Options dialog box. Change the value in Bookmark to Prepayment, then choose OK.

You can now write the macro.

- 1** From the Tools menu, choose Macro.

- 2** In Macros Available In, choose Leave (Template).

- 3** In Macro Name, type CheckIfAnnualLeave then choose Create.

A macro window opens, with the name of the macro at the top. The first and last commands in the macro have been inserted for you:

```
Sub MAIN
```

```
End Sub
```

- 4** Make sure the insertion point is in the empty paragraph between the two commands then type the following:

```
check$ =  
GetFormResult$("leavetype")
```

- 5** Press Enter, then type this line:



```
If check$ = "Annual Leave"
Then EditGoTo "LeaveLoading"
Else EditGoTo "Prepayment"
```

(Don't press Enter at any time while you type this line.)

The macro should look like this:

```
Sub Macro
  GetFormResult = GetFormResult("LeaveLoading")
  If check$ = "Annual Leave" Then EditGoTo "LeaveLoading" Else EditGoTo
  "Prepayment"
End Sub
```

In the first line, it uses the GetFormResult function to check what is in the form with the bookmark LeaveType. It stores what it finds in a string variable called check\$ (this is a name we chose; you can call it a different name, but it must finish with a \$ sign).

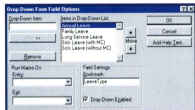
The second line contains an If statement. The syntax of an If statement is: 'If this condition is true, then do the first thing I've said. Otherwise, do the second thing.' In this case, if the value in check\$ is Annual Leave, go to the Leave Loading bookmark. Otherwise, go to the Prepayment bookmark.

- 6 From the File menu, choose File to close the macro and choose Yes when you're asked if you want to save it.

We now have to assign the macro to the Leave Type form field.

- 1 Double-click on the Leave Type form field to bring up the Options dialog box.
- 2 Click on the drop-down list next to Run Macro on Exit.
- 3 Choose CheckIfAnnualLeave.

The dialog box should look like this:



- 4 Choose OK.

Protecting the form

You protect a form that's going to be filled in on-line. That way, users can only type information in the form fields

you've specified. They can't even change the formatting of the text they type.

Note: Our form will win no prizes for design. We deliberately chose not to cover the steps for formatting it in this tutorial. If you want, though, before you protect it, you could spend some time making it look more presentable. You can specify the formatting of the text that won't change and you can also specify the formatting of the text that someone filling it in enters. Of course, you could also include a company logo or other graphic elements.

- 1 To protect the form, from the Tools menu choose Protect Document.
- 2 Choose Protect Document for Forms, then choose OK.
Tip: Normally, you should password-protect a form template so that no-one else can unprotect the form when they are filling it and change it. We won't worry about that in this tutorial though.
- 3 Now save the template again. This time, just click on the Save button or type Ctrl+S.

- 4 Close the form template.

Testing the form

Now for the test. This is where everything comes together.

- 1 From the File menu, choose New (don't just click on the New Document icon).
- 2 In the list of templates that's displayed, choose Leave then choose OK.
- 3 Fill in a leave form, pressing Tab to go from one field to the next.
- 4 For the first one, choose Annual Leave and check that you are able to fill in the Pay Annual Leave Loading? check box.

- 5 Check that your Help messages appear as expected. When the insertion point is in Prepayment Required?, remember to press F1 to check the message.

- 6 When you've filled in one form, close it without saving it and try another one.

This time, choose another leave type and make sure that you skip the Pay Annual Leave Loading? check box.

Thinking ahead

On-line forms are useful tools in any organisation, especially if all the computers are connected with a local area network. If you have a network and you think that on-line forms might be useful, take some time to learn about workgroup templates.

The template we've just created was stored in your own Templates folder. You're the only person with access to it.

It's possible, though, to specify a location for workgroup templates as well. When you choose the File New command, you can choose from all the templates in your own Templates folder and all the templates in your Workgroup Templates folder.

The Workgroup Templates folder should be a shared folder on the network controlled by whoever is responsible for keeping forms up to date. You make everyone's Workgroup Templates folder this shared folder which has the form templates. That way, everyone would be creating forms based on the same template and you don't have to worry about distributing the latest copy of the template every time you update it.

Think about it! It could be a great time saver.

Interested in learning more about Word and Office?

Here are a couple of books from MS Press that will help you do just that!

Microsoft Word for Windows 95 Step by Step ERP \$49.95 ISBN 1-5515-828-9

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Edited by The Wizard

Ask our very own code sourcerer to wave the wand and bring light where there is darkness. If you're bothered by Basic, exasperated by Excel or wound up by Word, Ask the Wiz. Send your problems to:

The Wiz
c/o GPO 1793
Hobart 7001



Word 6.0 — The confirmation query on deletions

DEAR WIZARD

Well, I must admit defeat! My problem seems simple but I just can't solve it. In Word for Windows 6.0, I'm constantly annoyed by the confirmation check that occurs every time I go to delete a block of text. What annoys me most is the fact that my PC at work doesn't have this confirmation query but my PC at home and the others in the office do. I can't work out what's different.

Brendon Chambers,
Deakin, ACT

The Wizard replies:

The problem, Brendon, is that Help for WordPerfect users is turned on. This Help is designed to ease the transition for people moving from WordPerfect to Word. If you've installed Word, you'll have noticed that there's a question asking if you want WordPerfect Help available. The default response for this is No, but many people choose Yes. If they do, then what you've been seeing happens.

To turn it off, you can do the following:

- ★ From the Help menu choose WordPerfect Help, then choose Options. You'll see this dialog box:



- ★ Click on Help for WordPerfect Users to clear the check box.
- ★ Choose OK, then choose Close. (Alternatively, you can also turn it off by choosing the Tools menu and then choosing Options. Choose the General Tab and choose Help for WordPerfect Users to clear the check box. Then choose OK.)



Sandy Barker...asking the Wiz to cast spells far and wide — to extra-hot Kalgoorlie.



Excel 5.0 — Creating a Toolbar icon to close a workbook

DEAR WIZARD

I'm a major user of Microsoft products and I've found them to be applicable to a lot of the areas in which I work.

One of my clients has recently converted from Quattro Pro to Excel 5.0 (from within the Office Professional 4.3 pack) and is frustrated with some of the features. In particular, he is used to having a toolbar icon that, with a click, will close the current workbook.

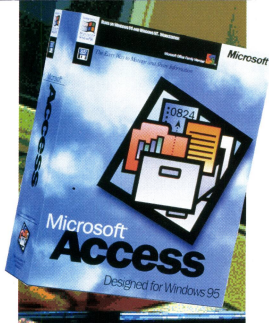
I've noticed that there's such a toolbar icon within Word 6.0 but not Excel 5.0. Could you please help me as I've attempted to assign a macro to perform this function but recording it has proved a problem.

I look forward to hearing from you regarding this matter.

Sandy Barker,
Kalgoorlie, WA

The Wizard replies:

The simple way to do this, Sandy, is to write a macro that closes the active workbook and store it in the Personal Macro Workbook (PERSONAL.XLS in Windows) which is stored in the XLSTART directory. You can then assign it to a toolbar button and it will be available for all workbooks.



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Windows 95 — Preparing for installation

DEAR WIZARD

I'm planning to install Windows 95 on my computer. Currently, I have Windows for Workgroups 3.11 on my C drive. However, the computer supplier has also installed a 'Complete Administrative installation of Windows' in the C:\WINSETUP directory. Do I need to retain this directory? What does it do?

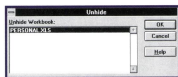
Rodger Box,
Fairlight, NSW

The Wizard replies:

You don't need to retain this directory, Rodger, if you're planning to install Windows 95 over your existing Windows 3.11 installation (which is Microsoft's recommended procedure). If you're planning on setting your machine up so that it can multi-boot (into Windows 3.11 or Windows 95) you could retain it but it's not necessary.

The administrative installation of Windows does nothing. It plays no part in your day-to-day running of Windows. The only reason it's on your machine is to make it simpler if you're installing a new Windows 3.11 device (for example, a new printer) or running Setup to re-install any Windows components. It saves you having to find the floppy disk that Windows will prompt you for. When Windows asks you to insert a disk, you change the pathname to C:\WINSETUP instead. Given that you probably don't do that very often, even if you decide to keep Windows 3.11, it's probably not worth keeping it. You're better off getting back the hard disk space for more useful things.

First, you need to check if there already is a Personal Macro Workbook. To do that, select the Window menu (or if you don't have any currently open workbooks, the File menu) and see if the Unhide command is available. If it's greyed out, it's unlikely that you have a Personal Macro Workbook because this workbook is almost always hidden. If the Unhide command is available, select it and see which workbooks are hidden. If you have a Personal Macro Workbook, you'll see something like this.



If there's a Personal Macro Workbook, select it, as in the example above, then choose OK to unhide it. Then, from the Insert menu, choose Macro then Module to insert a new module.

If there isn't a Personal Macro Workbook create a new workbook then, from the Insert menu, choose Macro then Module. This inserts a module into the new workbook where you can write the macro. (Once you've created the module you can delete all the sheets in the workbook because you shouldn't need them. This is a special workbook that will simply hold macros.)

Now, type the following macro:

```
Sub FileClose()  
ActiveWorkbook.Close  
End Sub
```

If you also want the macro to save the active workbook, add the following line immediately after Sub FileClose():

```
ActiveWorkbook.Save
```

The macro would then look like this:

```
Sub FileClose()  
ActiveWorkbook.Save  
ActiveWorkbook.Close  
End Sub
```

Once you've typed the macro, from the File menu choose Save.

If this is a new workbook, you need to save it in the XLSTART directory and call it PERSONAL.XLS.

(If you're a Macintosh user save it in the Excel Startup Folder (5) and call it Personal Macro Workbook. In Macintosh System 7.0 software or greater, this folder is in the Preferences folder inside the System folder. For Macintosh System 6.0, it's in the System folder.)

After you've saved the workbook, from the Window menu choose Hide to hide it.

You can now assign the macro to a button.

To do that, right-click on any toolbar then choose Customize from the Shortcut menu.

(Macintosh users need to hold down the Control key or the Command + the Option keys and then press the mouse button to bring up the shortcut menu.)

In the Categories list, choose Custom.

Select a button and drag it on to the toolbar where you want the button to live.

The button appears on the toolbar and all the macros in the workbook are listed. Notice that the macro you typed, which is called FileClose, is listed.

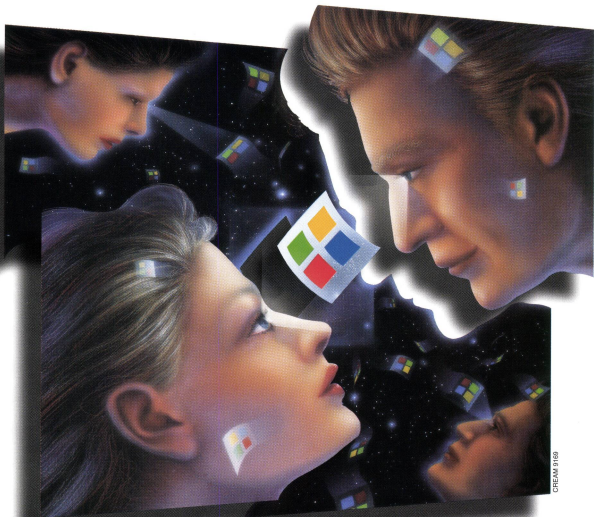
Select it, then choose OK to return to the Customize dialog box.

Choose Close to finish.

Exit from Excel and when you're asked if you want to save the changes to the workbook choose Yes. (If you don't choose Yes, Excel won't remember that it's hidden.)

Now you should be able to click on the button you assigned the macro to when you want to close any active workbook and, if you added the extra line, save it as well.

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*Edited by
Sue Dyson
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ACCESS 2.0 – CREATING PROFESSIONAL FORMS

Having designed several databases in Access, and loved using it, I've got a nifty tip that I've found useful. In creating forms which are based on a table or query which have more than one page worth of fields, Access, when tabbing through fields to the next page, tends to scroll down, showing part of the first page and part of the second.

To achieve a more professional look, and show one page at a time, I've put a very easy line of code into the properties. In the first field on the second (or subsequent) page, in the OnEnter property, type in the following code:

DoCmd GotoPage 2

Anne-Marie Hanson,
Adelaide, SA



EXCEL 5.0 AND EXCEL FOR WINDOWS 95 — SWITCHING BETWEEN SHEETS

Being a user of Excel 5.0 and having to create spreadsheets with numerous sheets, it can be very frustrating switching between sheets using the sheet scroll buttons.

To avoid this situation, simply place the mouse pointer on one of the tab scrolling buttons and press the right mouse button. This will display a pop-up menu with all the sheets in the workbook. Then select the sheet of your choice.

Note: It's important to give each sheet a meaningful name in order to make the selection easy.

Rob Rebel,
Kalgoorlie, WA

Editors' Note:

The tab scrolling buttons are the ones shown here:

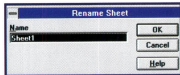


If you want to re-name a sheet, try the following:

Right-click on the tab that has the name of the sheet you want to re-name.

*A shortcut menu appears.
Choose Rename.*

You'll see a dialog box like this:



Type the new sheet name, then choose OK.

Note that you can also use Ctrl + Page Down to move from one sheet to the next and Ctrl +

Page Up to go to the previous sheet.

For Macintosh users, instead of right-clicking you need to hold down the Control key or the Command + the Option keys and then press the mouse button to bring up a shortcut menu.



**Rob Rebel of
Kalgoorlie...
an outback
expert with
extra-hot
tips.**



WORD 6.0 AND WORD FOR WINDOWS 95 – QUICKLY SWITCHING BETWEEN HEADERS AND FOOTERS

If you're working in the Page Layout view of Word 6.0 and you can see your header and footer in grey but can't access them, you can double-click in the grey area to access the header or footer.

The header and footer area is displayed and your document becomes grey. To return to the document, double-click in the grey document area.

I'm only new to *Communiqué* so this might be a pretty obvious tip or it may even have been published already. Nonetheless I thought I'd give it a go because I'd really love the T-shirt.

Jo Maslikowski,
Adelaide, SA

Editors' Note

*You're right, Jo. We have published this before but in *Tips and Techniques*, not *Communiqué*. Even so, it was a long time ago (it was our first Word 6.0 hint). Because it's such a useful and simple-to-execute tip, we decided to include it again for anyone who might have missed it.*



EXCEL 5.0 AND EXCEL FOR WINDOWS 95 — CONVERTING FORMULAE TO VALUES

I often use Excel 5.0 to analyse data captured from a mainframe in ASCII format and the Text Wizard is fantastic for this. However, I use the =VLOOKUP, =HLOOKUP and =IF formulae a lot. Once I have the answer, I don't need the formulae any more and convert them to values. It speeds up calculation in large spreadsheets and keeps the files reasonably small.

Instead of using the Copy and Paste Special commands in the Edit menu, I've created a button on the toolbar using the View Toolbars Customize command. I then selected a custom button and assigned the following macro to it:

```
Sub Values ()
    Dim c As Variant
    For Each c In Selection
        c.Value = c.Value
    Next c
End Sub
```

This way, I just highlight the range and press the button. The advantage of this method compared with using the Paste Special command (either manually or as part of a macro) is that you can select multiple ranges. It's a little slower than pasting values but not much and it's more convenient.

If you call the workbook you write the macro on PERSONAL.XLS and store it in the XLSTART subdirectory it will always be available.

If you already have a PERSONAL.XLS workbook, you'll probably need to Unhide it using the Window Unhide command, create the macro, save the workbook and then hide it again using the Window Hide command.

Gary Quantick,
Penshurst, NSW

Editors' Note:

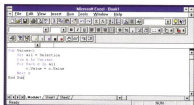
If you haven't had much experience writing macros you might need some extra help to try this hot tip. You need to do the following in this order, assuming that you don't already have a Personal Macro Workbook:

- 1 Create a new workbook.
- 2 Write the macro.

To create the macro, from the Insert menu choose Macro and then choose Module.

A Module sheet is created and you can then type Gary's macro into it.

When you've finished, it should look like this:



- 3 Save the workbook in the XLSTART directory.

(If you're a Macintosh user save it in the Excel Startup Folder (5). In Macintosh System 7.0 software or greater, this folder is in the Preferences folder inside the System folder. For Macintosh System 6.0, it's in the System folder. Macintosh users should call the workbook Personal Macro Workbook.)

- 4 Then, from the Window menu, choose Hide to hide it.

This means that the workbook will be opened automatically every time you start Excel but it won't be visible. Any macros in the workbook will be available in any workbook you might be using.

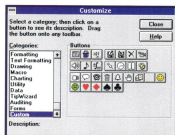
- 5 Assign the macro to a button.

To do that, right-click on any visible toolbar and then choose Customize from the shortcut menu.

(Macintosh users need to hold down the Control key or the Command + the Option keys and then press the mouse button to bring up the shortcut menu.)

In the Categories list, choose Custom.

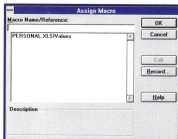
The dialog box should now look like this:



Select a button and drag it on to the toolbar where you want the button to live.

The button appears on the toolbar and this dialog box appears.

Notice that the macro you typed, which is called Values, is listed.



Select it, then choose OK to return to the Customize dialog box.

Choose Close to finish.

- 6 Exit from Excel and when you're asked if you want to save the changes to the workbook, choose Yes. (If you don't choose Yes, Excel won't remember that it's hidden.)



Return of the garage sale

Bits and bobs, knicks and knacks! It's another garage sale for the treasure hunter and bargain-buying buff. This time it's MS Press that's busy clearing out the shelves and whacking down the prices (because of a change in distribution)! Below is a list of all the books available to Communiqué members, with the discounted price.*



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Just one 3.5" floppy disk will deliver your customers the most comprehensive catalogue ever. With room for info on 1000 products (or 10,000 if you use two disks!) and no printing costs, the Toronto Catalog-On-Disk is an extremely economical marketing tool.

Create as many catalogs-on-disk as you need quickly and automatically, using your existing product data. Toronto stores the product code, name, description, category, price and supplier info for each product. The required info can be directly imported from spreadsheets, databases or text files, or can be manually entered.

Along with all your product info, your customers will receive the Toronto browser (automatically copied to each disk). The browser has powerful search capabilities and will automatically generate an order form with all your company details.

Communiqué members can start creating their catalogs-on-disk with a 25% discount. Normally priced at \$695, members will pay only \$495. Offer valid until January 31, 1996.

For more info contact Affable Solutions on (02) 894 5033 or fax on (02) 894 9519.



A power pack of graphics ability

Drop the pens, pencils and outdated software, there's a new bunch of tools on the graphics block.

The ABC Graphics Suite is a powerful combination of Micrografx's diagramming, flow-charting, clip art management, painting, image editing and 3D drawing tools, especially designed for users of Microsoft Office for Windows 95.

Included in the suite is an intelligent drag and drop media manager, which allows you to easily move clip art, photos and diagramming symbols into and out of the ABC Graphics Suite or any Windows 95 application. There are 20,000 pieces of clip art, 7500 photos, 2000 diagramming symbols, 250 fonts and support for over 50 file formats. Support for Windows 95 includes support for OLE 2.0, multi-threading, long file names and Mail.

Communiqué members can buy the ABC Graphics Suite for just \$269. That's a discount of 55% on the RRP of \$599. Offer valid until January 31, 1996.

For more information contact Micrografx on (02) 415 2642 or fax them on (02) 415 2641.



\$100 off the SoundBlaster AWE32 PnP soundcard. Valid until Nov 30 (02) 9906 8887

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offers still valid

Are you using the latest and best version of your software?

Moving up ...in the world

Microsoft Windows 95



It's here, it's up for grabs and it will take you where you want to go. The important innovations to the latest version of Windows are designed to make life easier and to give you more time to get things done.

The first thing you'll notice with Windows 95 is the new interface, with a *Start button* that will provide access to many of the things you do on your computer. It will always be on your screen as an easy way to start programs, open documents, get help and change system settings. It will also find items for you and shut down the system when you call it a day.

Windows 95 has a *Taskbar* that makes jumping between applications easier than hitting the old remote control on your TV. For having a good look at what's going on in your computer you can use the *Explorer*. This replacement for the File Manager in Windows 3.1 is souped up and lets you see everything on your computer, including network connections.

Of course there are the added performance capabilities from the 32-bit structure of Windows 95 to consider, with your computer now processing functions 32 bits at a time (instead of only 16 bits at a time).

This makes tasks like printing, accessing files and using a network super fast. The multi-threading capabilities of Windows 95 allow you to run 32-bit applications concurrently so multi-tasking becomes more effective. Things like formatting disks and searching your database can be done while you are checking your e-mail.

Another boon is a clever collection of operating system, software and hardware info inside Windows 95 that takes all the hard work out of installing hardware.

Communiqué members can upgrade to Windows 95 for \$139. Non-members can upgrade for \$159.



WINDOWS 95		Part numbers relate to 3.5" disks unless otherwise shown as: CD-ROM		Save up to \$50	
Product	Platform	Part Number	From Version	Upgrade Price	Communiqué Price
Microsoft Windows 95	Win 95	050-052-950A	Any version of Windows 3.x	\$159	\$139
Microsoft Access for Windows 95 (CCP) ⁻⁶	Win 95	077-054-004A	Any version of Access for Windows	\$169 ^Δ	\$149 ^Δ
Microsoft Excel for Windows 95 (CCP) ⁻²	Win 95	065-054-701A	Any version of Excel for Windows	\$169 ^Δ	\$149 ^Δ
Microsoft Money for Windows 95	Win 95	105-054-400Z 105-056-400Z	Any version of Money for Windows	\$15 ^Δ	\$15 ^Δ
Microsoft Office for Windows 95 Professional Edition (CCP) ⁻⁷	Win 95 Win 95	269-054-701Z 269-056-701Z	Any version of Office for Windows or one of its applications	\$499 ^Δ	\$449 ^Δ
Microsoft Office for Windows 95 Standard Edition (CCP) ⁻⁷	Win 95 Win 95	021-054-701Z 021-056-701Z	Any version of Office for Windows or one of its applications	\$399 ^Δ	\$349 ^Δ
Microsoft PowerPoint for Windows 95 (CCP) ⁻⁴	Win 95	079-054-701A	Any version of PowerPoint for Windows	\$169 ^Δ	\$149 ^Δ
Microsoft Project for Windows 95 (CCP) ⁻⁵	Win 95	076-054-701A	Any version of Project for Windows or MS-DOS	\$229 ^Δ	\$199 ^Δ
Microsoft Publisher for Windows 95 (CCP) ⁻⁹	Win 95	164-054-301Z 164-056-301Z	Any version of Publisher for Windows	\$89 ^Δ	\$79 ^Δ
Microsoft Schedule+ for Windows 95	Win 95	061-054-700A	Schedule+ 1.0 for Windows	\$99 ^Δ	\$79 ^Δ
Microsoft Word for Windows 95 (CCP) ⁻¹	Win 95	059-054-701Z	Any version of Word for Windows or MS-DOS	\$169 ^Δ	\$149 ^Δ
Microsoft Works for Windows 95 (CCP) ⁻³	Win 95	070-054-425AA	Any version of Works for Windows or MS-DOS	\$69 ^Δ	\$59 ^Δ
Microsoft Works for Windows 95 & Bookshelf 95 (CCP) ⁻³	Win 95	070-056-425AA	Any version of Works for Windows or MS-DOS	\$99 ^Δ	\$79 ^Δ

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for Microsoft Upgrade Products, Membership Subscriptions & Renewals

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If you need help filling in the following details, please refer to the upgrade information tables at the back of your magazine. Be sure to check the product number is correct and the price you're quoting is taken from the 'Communiqué price' column.

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If you would like to order more than 3 upgrades please make a photocopy of this form.

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a free Home title for ☐ Windows® or ☐ Macintosh®, valued at up to \$89
☐ Communiqué Care \$99 for 1 year
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\$ _____

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- Access to *Communique Technical News* via HotFax
- Access to exclusive 3rd party offers
- Exclusive 20% discount on training at Drake, ACCS, Citisoft and Citidata
- Access to the Microsoft Connect Bulletin Board Service
- Exclusive 10% discount on Microsoft Press books at Dymocks, University Co-op Bookstores, and selected outlets
- Personalised membership card
- 10% discount on MSDN level 1 (only \$395) and 15% off MSDN level 2 (only \$765)
- 20% discount on TechNet subscription - only \$395
- One-off purchase of TechNet - \$49.95
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- Access to discounted Priority Support Packs
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COMMUNIQUE MEMBERSHIP BENEFITS

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Up to \$3000 worth of savings for only \$299!

Benefits include:

- Up to 15 x Desktop problems solved via our 1-800 Hotline (that's valued at \$525!)
- Dedicated support representatives for requests lodged by fax, letter or Connect
- Discounted Professional product calls at \$65 instead of \$145
- Subscribe to Microsoft TechNet CD-ROM resource for \$250 instead of \$495
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- Access to MSDN information resource Level 1 at \$350 (saving \$90) or Level 2 at \$720 (saving \$180)
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- Online forum for members via Microsoft Network
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- Access to *Communique Technical News* via HotFax
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- Exclusive 20% discount on training at Drake, ACCS, Citisoft and Citidata
- Access to the Microsoft Connect Bulletin Board Service
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- Exclusive discount of up to \$50 off when you upgrade to the latest version of Microsoft software
- Priority access to an upgrade and enquiry 1 800 Hotline number
- Monthly issues of *Communique* magazine
- Free bimonthly *Tips & Techniques* (Mac and Windows versions)
- Online forum for members via Microsoft Network
- Access to HotFax information service with free faxing service for members
- Access to *Communique Technical News* via HotFax
- Access to exclusive 3rd party offers
- Exclusive 20% discounts on training at Drake, ACCS, Citisoft and Citidata
- Access to the Microsoft Connect Bulletin Board service
- Exclusive 10% discount on Microsoft Press books at Dymocks, University Co-op Bookstores, and selected outlets
- Personalised membership card
- Additional priority Desktop support calls at \$25 instead of \$35
- Professional support calls at \$85 instead of \$145
- Free 1-800 support line
- 10% discount on MSDN level 1 (only \$395) and 15% off MSDN level 2 (only \$765)
- 20% discount on TechNet subscription - only \$395
- MSDN and TechNet
- Access to discounted Priority Support Packs
- Invitations to leading industry events and preferential seating at Microsoft events



For more information
on the full listing of
Communique
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or 1-800 257 253 if you're
outside Sydney.



APPLICATIONS		Part numbers relate to 3.5" disks unless otherwise shown as: ● CD-ROM		Save up to \$50	
Product	Platform	Part Number	From Version	Upgrade Price	Communique Price
Microsoft Access 2.0 (CCP) ⁻⁶	Windows	077-051-208A	Access 1.0 or 1.1	\$169	\$149
Microsoft Access Developers Toolkit 2.0	Windows	077-751-200A	Access Distribution Kit 1.1	\$499	\$449
Microsoft Bookshelf 95	Windows	086-052-023 ●	1991, 92, 93, 94	\$59	\$49
Microsoft Cinemania 95	Windows	194-052-010A ●	1992 or later	\$69	\$59
Microsoft Encarta 95	Macintosh	196-088-003A ●	1992 or later	\$79	\$69
Microsoft Encarta 96	Windows	196-056-010A ●	1992 or later	\$59	\$49
Microsoft Excel 5.0 (CCP) ⁻²	Windows Macintosh	065-151-500A 065-096-688A	1.0 - 4.0	\$169	\$149
Microsoft FoxPro 2.6 Standard Edition	MS-DOS	215-895-020	FoxPro 2.5	\$49	\$49
Microsoft FoxPro 2.6 Professional Edition	MS-DOS Macintosh	2151095-260A 2151096-260A	Any Standard Edition of FoxPro	\$499	\$499
Microsoft FoxPro 2.5 Professional to 2.6 Professional for Macintosh	Macintosh	2151096-020	FoxPro for Macintosh Professional 2.5	\$79	\$69
Microsoft FoxPro 2.5 to 2.6 Distribution Kit upgrade	MS-DOS	215-695-020	FoxPro Distribution Kit 2.5	\$49	\$49
Microsoft Mail 3.5 for PC Networks Server	Windows	068-695ZV350	MS Mail Server version 2.1 - 3.2, Workgroup Post Office Upgrade (from WFW 3.x, Windows NT 3.x, and Windows 95), or a Competitive Server.	\$499	\$449
Microsoft Money 3.0	Windows	105-051-300AA	1.0 - 2.0	\$19	\$19

Save up to \$50 on upgrades

APPLICATIONS		Part numbers relate to 3.5" disks unless otherwise shown as: ● CD-ROM		Save up to \$50	
Product	Platform	Part Number	From Version	Upgrade Price	Communique Price
Microsoft Mouse Driver 10.0	Windows	135-095-335BL	1.0 - 9.0	\$30	\$20
Microsoft Access 2.0 upgrade for Office for Windows (CCP) ⁻⁷	Windows	077-051-208A	Office for Windows 4.2 Standard Edition	\$169	\$149
Microsoft Office 4.2 (CCP) ⁻⁷	Windows Macintosh	021-051-462AA ^(-a) 021-051-463AA ^(-b) 021-096-425AA	Office 1.0 - 3.0, Word, Excel, PowerPoint or Access (see ~a), or any version of Works (~b)	\$399	\$349
Microsoft Office Professional 4.3 for Windows (CCP) ⁻⁷	Windows	269-051-436AA ^(-a) 269-051-437AA ^(-b)	Office 1.0 - 3.0, Word, Excel, PowerPoint or Access (see ~a), or any version of Works (~b)	\$499	\$449
Microsoft PowerPoint 4.0 (CCP) ⁻⁴	Windows Macintosh	079-051-427A 079-096-405A	2.0 - 3.0	\$169	\$149
Microsoft Project 4.0 (CCP) ⁻⁵	Windows Macintosh	076-051-120A 076-096-040A	1.0 - 3.0	\$229	\$199
Microsoft Publisher 2.0	Windows	164-051-200Z	1.x	\$89	\$79
Microsoft Publisher for Windows Licence Pack [™]	Windows	1644050-200A [™] LP	1.x	\$109	\$89
Microsoft SQL Server 6.0 for Windows NT	Win NT	228-075-600A ●	1.x or 4.x	\$739	\$689
Microsoft SQL Workstation 6.0 for Windows NT	Win NT	228-875-600A ●	1.x or 4.x	\$369	\$319
Microsoft Visual FoxPro 3.0 Standard Edition	Windows	215-051-130A 215-052-130A ●	FoxPro Standard 2.x	\$159	\$139
Microsoft Visual FoxPro 3.0 Professional Edition	Windows	2151051-130A 2151052-130A ●	Any version of FoxPro 2.x	\$449	\$399

APPLICATIONS			Part numbers relate to 3.5" disks unless otherwise shown as: ● CD-ROM		Save up to \$50	
Product	Platform	Part Number	From Version	Upgrade Price	Communique Price	
Microsoft Windows NT Workstation 3.51	Win. NT	236-074-570A	Windows NT version 3.5	\$79	\$69	
	Win. NT	236-074-351A	Windows NT version 3.1	\$159	\$139	
Microsoft Word 6.0 for MS-DOS	Windows	034-095-600AA	Word 1.0-5.5 for MS-DOS	\$169	\$149	
Microsoft Word 6.0 (CCP) ⁻¹	Windows	059-151-112AA	Word 1.0 - 2.0 for Windows, 1.0 - 6.0 for MS-DOS	\$169	\$149	
	Macintosh	034-196-109AA	Word 1.0 - 5.1 for Macintosh			
Microsoft Works 3.0 (CCP) ⁻³	Windows	070-051-303AA	Works for MS-DOS 1.0 - 3.0	\$69	\$49	
		070-052-300A ●	Works for Windows 2.0			
Microsoft Works 4.0 for Macintosh (CCP) ⁻³	Macintosh	070-096-400AA	Works for Mac 1.0 - 3.0	\$69	\$49	
Microsoft Works 4.0 & Bookshelf 95	Macintosh	0701-088-400Z	Works for Mac 1.0 - 3.0	\$99	\$79	
Microsoft Works Licence Pack™	X-platform	0704055-400A ^{MLP}	Works for MS-DOS 1.0-3.0, Works for Windows 2.0 Works for Mac 1.0-3.0.	\$59	\$49	
Microsoft Works 3.0 for MS-DOS	MS-DOS	070-295-300Z	1.0 - 2.0 for MS-DOS	\$69	\$49	

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

★ On products listed in the Communique upgrade pages.

* Includes Excel 5.0, PowerPoint 4.0 and a copy of Word 6.0 for Windows.

-1 Compliance checking: requires previous version of Word.

-2 Compliance checking: requires previous version of Works.

-3 Compliance checking: requires previous version of Project.

-4 Compliance checking: requires any version of an Office application.

-5 Compliance checking: requires previous version of Publisher.

3 Offer valid until December 31, 1995

** Licence Packs do not contain disks or documentation.

-2 Compliance checking: requires previous version of Excel.

-4 Compliance checking: requires previous version of PowerPoint.

-6 Compliance checking: requires previous version of Access.

-8 Compliance checking: requires an equivalent competitive product.

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LANGUAGES		Part numbers relate to 3.5" disks unless otherwise shown as:  CD-ROM		Save up to \$50	
Product	Part Number	From Version	Upgrade Price	Communique Price	
Fortran 5.1	005-045-510A	1.0	\$119	\$99	
Fortran Powerstation	250-051-100A	Any Fortran	\$379	\$329	
Macro Assembler 6.1	016-051-611A	1.0	\$129	\$109	
Test 3.0 for Windows	163-054-300A	1.0-2.0	\$299	\$269	
Visual Basic 1.0 for MS-DOS Professional Edition	203-095-100A	Quick Basic 1.x, Basic PDS 1.x-7.1	\$299	\$269	
Visual Basic 1.0 for MS-DOS Standard Edition	046-095-100A	Quick Basic 1.x, Basic PDS 1.x-7.1	\$159	\$139	
Visual Basic 4.0 for Windows 95 & Windows NT Std Edition	046-051-400A	Visual Basic for Windows 2.0, 3.0 Standard Edition	\$89	\$79	
Visual Basic 4.0 for Windows 95 & Windows NT Pro Edition	203-054-205A	Visual Basic for Windows 2.0, 3.0 Professional Edition	\$149	\$129	
	203-056-205A 				
	203-054-205A 203-056-205A 	Visual Basic for Windows 2.0, 3.0, 4.0 Standard Edition	\$449	\$419	
Visual Basic 4.0 for Windows 95 & Windows NT Enterprise Edition	2031056-400A 	Visual Basic for Windows 3.0, 4.0 Professional Edition	\$739	\$689	
Visual C++ 2.0 for Windows [*]	048-156-025A 	Any professional Microsoft C/C++ product	\$379	\$329	
Visual C++ 2.1a for Windows [*]	048-056-045A 	Visual C++ 2.0	\$129	\$109	
Visual Test	163-056-400A	† Test 1.0-3.0	\$299	\$269	
Visual SourceSafe	324-056-400A	SourceSafe 1.0-3.x or Delta 1.0	\$159	\$139	

^{*} Visual C++ 4.0 for Windows 95 and Windows NT upgrade information unavailable at time of publication. Please Contact Microsoft Sales Information for more details.

* Visual C++ 4.0 for Windows 95 and Windows NT upgrade information unavailable at time of publication. Please Contact Microsoft Sales Information for more details.

Are you using the latest
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Encarta 96

...with a vengeance

Microsoft Encarta 96 Encyclopedia for Windows and Windows 95



The ever popular Encarta interactive encyclopedia has been revamped and refined for this 1996 edition. It's still got all the comprehensive information and fantastic multimedia but now you can keep building on it, especially if you're running Windows 95.

One feature designed especially to keep Encarta users up-to-date is the ability to download updated information via the Microsoft Network. These updated articles will make sure your interactive encyclopedia stays relevant and meaningful. The Encarta Yearbook Builder is a new tool inside the 1996 edition that allows you to integrate the articles you obtain from MSN or the Internet with the Encarta content base.

The introduction of a home page to Encarta 96 means easier navigation of the encyclopedia's content. It's also easier to

access all the educational InterActivities now that Encarta 96 has an InterActivities feature screen – now you'll be able to find these lessons in the one spot.

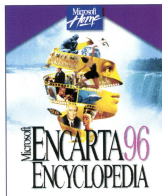
New to Encarta 96 are the guided tours which will see you browsing through 80 collections of intriguing information. Discover unusual facts about famous people, interesting places and curiosities.

The improved printing and copying capability of Encarta 96, includes the automatic footnoting of information you use in your reports and presentations.

Encarta 96 is available now.

Communiqué members can upgrade for \$49.

Non-members can upgrade for \$59.



Swap and Save up to \$50 Who says only people with Microsoft products can upgrade! You too can move up from your non-Microsoft product thanks to our competitive Trade-Ups. Simply find if your current product qualifies to be traded up and note the price. Then fill in the upgrade order form and send it with all of your original disks from your current product. It's so very easy.

Product	Platform	Part Number	From Version	Upgrade Price	Communiqué Price
Microsoft Excel 5.0	Macintosh	065-096-690A	Upgrade from any competitive spreadsheet with an RRP greater than \$400.	\$169	\$149
Microsoft Office 4.2	Macintosh	021-096-420AA	Upgrade from any competitive word-processing, business graphics, spreadsheet package with an RRP greater than \$400, or any version of ClarisWorks.	\$399	\$349
Microsoft PowerPoint 4.0	Macintosh	079-096-400A	Upgrade from any business graphics package with RRP greater than \$400.	\$169	\$149
Microsoft Project 4.0	Macintosh	076-096-400A	Upgrade from any competitive project management package with an RRP greater than \$400.	\$229	\$199
Microsoft Publisher 2.0	Windows	164-051-200Z	Upgrade from any competitive desktop publishing package with an RRP greater than \$100.	\$89	\$79
Microsoft Word 6.0	Macintosh MS-DOS	034-196-110AA 034-095-600AA	Upgrade from any competitive word-processing package with an RRP greater than \$400.	\$169	\$149
Microsoft Works 4.0	Macintosh	070-096-400AA	Upgrade from any competitive Macintosh integrated package with an RRP greater than \$100.	\$69	\$59
Microsoft Access (CCP)^{-S}	Win 95	077-054-004A	Upgrade from any database package.	\$169 ³	\$149 ³
Microsoft Excel (CCP)^{-S}	Win 95	065-054-701A	Upgrade from any spreadsheet package.	\$169 ³	\$149 ³
Microsoft Office Professional Edition (CCP)^{-S}	Win 95	269-054-701Z 269-056-701Z ●	Upgrade from any spreadsheet, word-processor, database or business graphics package.	\$499 ³	\$449 ³
Microsoft Office Standard Edition (CCP)^{-S}	Win 95	021-054-701Z 021-056-701Z ●	Upgrade from any spreadsheet, word-processor, database or business graphics package.	\$399 ³	\$349 ³
Microsoft PowerPoint (CCP)^{-S}	Win 95	079-054-701A	Upgrade from any business graphics package.	\$169 ³	\$149 ³
Microsoft Project (CCP)^{-S}	Win 95	076-054-701A	Upgrade from any project management package.	\$229 ³	\$199 ³
Microsoft Word (CCP)^{-S}	Win 95	059-054-701Z	Upgrade from any word-processing package.	\$169 ³	\$149 ³
Microsoft Works (CCP)^{-S}	Win 95	070-054-425AA	Upgrade from any integrated package.	\$69	\$49

DIRECTORY

MICROSOFT SERVICES SALES INFORMATION CENTRE

The following numbers are for Communiqué members only. Others can call (02) 870 2100.

9.00am – 5.00pm (EST)
Call (02) 870 2111
Or for those outside
Sydney 1-800 257 253

The Sales Information Centre provides pre-sales product information, upgrade order services, and answers Communiqué enquiries and general enquiries.

PRODUCT SUPPORT

Product Support Services provides post-sales technical help in two categories. Please have your Communiqué number and PIN ready when you call.

STANDARD SUPPORT – NO CHARGE

8.00am – 8.00pm
Monday – Friday (EST)
Call (02) 870 2113
(Sydney area)
or 1-800 817 328
(outside Sydney)

If you have trouble installing Microsoft software (this does not apply to Business Systems products), or if you believe you've encountered a fault, then Standard Support is what you need. As a Communiqué member, you get direct access to our Support Analysts, who will do their best to solve your problem. This service is free of charge (except for the cost of the call).

The info on these pages changes each month. If you can't find something please check your back issues.

PRIORITY SUPPORT

8.00am – 8.00pm
Monday – Friday (EST)
Call (02) 870 2133
(Sydney area)
or 1-800 808 532
(outside Sydney)

If you would like assistance with how to use specific features of Microsoft software, then Priority Support can help. As a Communiqué member, you get priority access to our Support Analysts, who will do their best to assist you. This service is chargeable. Rates vary according to your Communiqué membership level and the category of the product for which you want help (see the description of Desktop and Professional products categories below). You must possess a valid Priority Support contract before a Support Analyst can handle your problem.

DESKTOP & PROFESSIONAL SUPPORT

Which support is right for you? Microsoft products attract different support charges depending on their category.

The Desktop category includes all applications, non-server operating systems, and hardware – products typically used by individuals for their own purposes. Desktop products include Word, Excel, Office, PowerPoint, Publisher, Project, Access, all Mail client products, all Home products (including Works, Money, Kids, Flight Simulator, all Multimedia titles, and all games), Windows, Windows for Workgroups, MS-DOS, the non-server components of all versions of Windows NT, and all hardware products (including the Microsoft Mouse and Windows Sound System).

The Professional category includes all software development tools, networking, and systems products – products typically used by application developers and/or computing professionals to create software solutions. Professional products include all programming languages, all Microsoft SDKs and APIs, all other development tools (including Delta and the Microsoft Source Profiler), all Fox products (including FoxPro and FoxBase), SQL Server, Lan Manager, all non-client Messaging products, all Gateways, and the server components of Windows NT Advanced Server/Windows NT Server.

CONNECT BULLETIN BOARD

Call 24 hours, 7 days a week (02) 878 5200.

Microsoft's self-help bulletin board, covers the range of Microsoft Desktop and Professional products, and lets you browse at leisure and download over a modem the information you need as you need it. This service is free of charge (except for the cost of the call).

MICROSOFT TECHNET

Microsoft TechNet is designed for technical professionals who support and train users, administer databases or networks, integrate products and platforms, or evaluate and specify new products and solutions. Microsoft TechNet is the leading resource for fast, complete answers to technical questions on Microsoft desktop and system products. Updated monthly on CD-ROM, it provides the most complete collection of technical information on Microsoft products anywhere.

Special subscription discounts are available to Communiqué Care and Communiqué Pro members.

For more details phone:
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THE MICROSOFT FEEDBACK LINE

If you've ever wanted to get something off your chest the Microsoft Feedback Line is a recorded message service that allows you to leave comments and feedback on the Communique program and services. The service is available 24 hours a day, 7 days a week. Your comments are recorded and channelled appropriately. An option is available for you to request Microsoft follow-up. However, if the matter is urgent we suggest you phone the Microsoft Sales Information Centre directly.

Feedback Line phone number:
(03) 9414 5214 or 1-800 654 100 if
outside Melbourne.

DIRECTORY

MICROSOFT DEVELOPER NETWORK

The Microsoft Developer Network is a membership program that delivers complete, up-to-date information on Microsoft development technology. The Development Library, a quarterly CD, is the official vehicle for all the technical information necessary to program for Windows. The Development Platform is Microsoft's distribution mechanism for software development kits and device driver kits. Microsoft Developer Network Subscribers can have exclusive access to a support package for developer products at special discounts. Special discounts on membership are available to Communiqué Care and Communiqué Pro members.

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MICROSOFT PELORUS

Pelorus is an information magazine for organisations that discusses business issues and provides a technical reference for organisation decision makers. Pelorus is a bimonthly CD-ROM subscription program.

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Microsoft Authorised Support Centres offer a range of support services, including on-site support, help desk services and mission-critical support for all phases of planning, implementing and maintaining a client-server system.

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HotFax

Communiqué members can dial (02) 611 4545 from Melbourne, (03) 9414 5280 from Melbourne or 1-800 065 630 from anywhere else in Australia to receive additional fact sheets on new products listed in Inside Info.

If any details listed here are incorrect, please write to:

Communiqué Magazine

94-96 Pacific Highway, St Leonards, NSW 2065

ADVANCED VISUALS PRESENTS THE 'DLP 400'. THE PROJECTOR YOU CAN USE WITH THE LIGHTS ON.

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16.7 million colours... are delivered in 640 x 480 resolution via visibly brighter DLP technology and nView's advanced proprietary electronics for brilliant, accurate computer and video images—with the sharpest high-definition, smoothest full-colour saturation, and finest detail gradations and shadings.

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FOR MORE INFORMATION, CALL JOHN CROTTI ON (02) 817 5455 OR (03) 9432 8180.

*SPECIFICATIONS ARE SUBJECT TO CHANGE



It's 8:30 in the morning and you wipe the sleep from your eyes, turn your computer on and, as you sip your first coffee, your first e-mails of the day begin to arrive ... a mere 30 unread messages later and you finally see one from someone you know! Unfortunately it takes two hours to get to it as you wade through "hot" news items from every Web or MSN site you've ever visited.

Then it's there: a short message from your dear old mother who complains that you never write to her anymore. The e-mail is weeks old!

It's time to get an agent!

"What's that?" you ask. An agent is an intelligent piece of software that runs in the background of your computer and strives to keep your day-to-day existence free from info overload. Problem is, there aren't any yet. So now's your chance to make your mark. Invent your own and make a difference to the harassed and hounded millions!

The *Communiqué* Back Page Challenge invites you to create an agent, name it, describe it and send it to us by Thursday November 30, 1995. Here's an example of what we mean.

Agent name: The Dull Mail Agent

Description: Seeks and destroys dull mail. Can identify mail from nominate people, such as your old boyfriend/girlfriend, your boss etc. Especially wary of e-mail that contains the phrase "here's some work for you to do".

Action: The Dull Mail Agent will instantly destroy these incoming messages and send the sender an "unknown at this address" message.

The best agent will win our respect and a *Communiqué* T-shirt, and will be announced in the February 1996 issue. Send your entry to "Agents Anonymous Competition", *Communiqué* Magazine, 94-96 Pacific Hwy, St Leonards, NSW 2065.

Go to it young code-cutters.

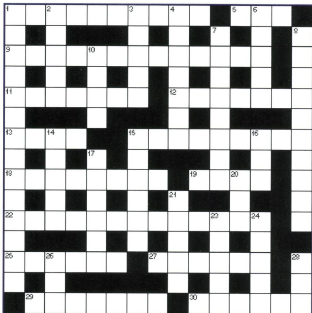


Communiqué Crossword Competition No. 8

Here's a zinger of a *Communiqué* Crossword to get your brain buzzing. As usual the crossword is jam-packed with clues made up of either a synonym and a word play or two synonyms, or they're pure teasers.

Send your completed crossword to us by Thursday, November 30 1995. Don't forget that this competition is open to anyone – *Communiqué* members and non-members alike. The winner will receive a copy of *Microsoft's Publisher* for Windows 95 on CD-ROM. Remember, only one entry per person – photocopies accepted. Send your entry to "November *Communiqué* Crossword Competition", 94-96 Pacific Highway, St Leonards, NSW 2065.

Extra competition – Can't quite get the Crossword finished? Don't worry. You can enter a competition for the cryptically challenged and have a chance of winning a copy of *Microsoft's Money* for Windows 95. All you have to do is send us your Crossword with at least eight correct answers filled in to have a chance of winning. Entries must be clearly marked "I Can't Finish The Stupid Crossword Competition" to be eligible. One entry per person. Same address as above.



Name: _____

Address: _____

Day Ph: _____

Across

- See memory put to torture when the explorer starts out. [2, 8]
- Your most familiar applications back in Spring. [3]
- Ol' seamen fling all over the place grand titles. [4, 4, 5]
- It's in her information technology – get it from the old lady! [7]
- Neglecting minor differences in sculpting a body left and right. [7]
- Narcotic mess. [4]
- A company teller rearranged everything for the voters. [9]
- Rolex rep turns investigator. [8]
- Diet with unending obnoxious ooze. [4]
- See straw kid grin wildly from the floor in *Fine Artist*. [7, 6]
- Alternative version of engineering awe. [3, 3]
- Windows storage place vigorously rolled. [6]
- Snow pea forming part of Dangerous Creatures? [7]
- These fun games mixed together are a CD. [6]

Down

- Title had rum/gin cocktails in concurrent flow. [5 – 9]
- Over-studious in a shell. [5]
- World body's literature is very dark. [5]
- Make illustrious obviously when no blemishes. [7]
- Affected knight left desktop in a mess. [5]
- Unending toil; RAM doubled in the end yields results. [8]
- Hysterical cry in celeb compost heap! [7, 3]
- Super new pastime to cook you on every side in boiling fat. [4]
- No right to praise doctored photograph? [5]
- Greeny leaping with gusto. [6]
- Odd spirit. [3]
- To soar dragging. [6]
- Don't start to descend into fluid! [3]
- Brush second rate space. [5]
- Drink and I see red all over. [5]
- A republican kerfuffle's right I say. [5]
- Grief with a view to future ends? [3]
- Unfinished particoloured dish. [3]

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for
Windows™
95



it UP

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Office 95 your company will be ready to take on the world.

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So don't let your business get left behind, buy, or upgrade now to Microsoft Windows 95 and the new Microsoft Office for Windows 95 today at your Microsoft retailer, including those listed below.

NSW Brashs, David Jones, Dick Smith Electronics, Harvey Norman, IPC, Grace Bros, Downtown Software, Harris Technology, Software Express, Corporate Express, Bing Lee.

VIC Brashs, City Software, David Jones, Dick Smith Electronics, Harvey Norman, IPC, Myer, Officeworks, Ozzie Discount Software, Software Express, Corporate Express, Computer Click Here.

ACT Brashs, David Jones, Dick Smith Electronics, Grace Bros, Harvey Norman, IPC.

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Call 1800 63 95 95 for a FREE Microsoft Catalogue or World of Windows 95 CD-ROM.

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